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ABSTRACT

SELECT is a system designed to streamline the process of determining proper ratings and assigning pay grades to potential Navy lateral entry accessions, i.e., the enlistment of personnel with the appropriate training and qualifications as petty officers. It uses a cross-reference index to convert civilian occupations to Navy ratings that was developed in both manual and computerized versions. Qualification is based on training and/or work experience, physical and security characteristics, and separately developed skill tests. This report includes a summary of the problem, background and purpose of the project, a description of the system, and the recommendation that SELECT be evaluated in a context that requires users of varying sophistication to determine appropriate Navy ratings for applicants from a wide variety of civilian occupations. Appendices provide a brief description of APL functions, global variables, documentation of APL functions used in the computer versions, and the SELECT guide for both manual and computer procedures. Six references are listed. (Author/LMM)

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STRATEGY FOR ENLISTING LATERAL ENTRANTS VIA COMPUTER TECHNOLOGY (SELECT): AN AUTOMATED SYSTEM FOR DETERMINING RATING AND PAY GRADE QUALIFICATION FOR POTENTIAL NAVY LATERAL ENTRY ACCESSIONS

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NAVY PERSONNEL RESEARCH AND DEVELOPMENT CENTER
San Diego, California 92152

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STRATEGY FOR ENLISTING LATERAL ENTRANTS VIA COMPUTER TECHNOLOGY (SELECT): AN AUTOMATED SYSTEM FOR DETERMINING RATING AND PAY GRADE QUALIFICATION FOR POTENTIAL NAVY LATERAL ENTRY ACCESSIONS

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This report describes SELECT, a system designed to streamline the process of determining proper ratings and assigning pay grades to potential Navy lateral entry accessions. It uses a cross-reference index that converts civilian occupations to Navy ratings and was developed in both a manual and computerized version. Qualification is based on training and/or work experience, physical and security characteristics, and separately developed skill tests.

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FOREWORD

This research and development was conducted under advanced development task area RF63-522-801 (Computer-aided and Classroom Training), work unit RF63-522-801-002-03.42 (Civilian Sector Training for Lateral Entry), and was sponsored by the Chief of Naval Operations (OP-01). The objective of the work unit is to examine, test, and evaluate concepts and procedures related to Navy lateral entry targeting skilled nonprior and prior service civilian personnel as petty officers. The current report describes an interactive computerized set of procedures designed to streamline the process of determining ratings and assiging pay grades to potential Navy lateral accessions.

J. W. RENARD
Commanding Officer

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Technical Director

SUMMARY

Problem

Navy recruiters have no objective criteria for assessing skills of potential Navy lateral entry accessions or clear guidelines for making accurate tentative rate assignments for them. The uncertainty and delay in awaiting the assigned rate from the Naval Military Personnel Command (NMPC), along with the time and difficulty associated with gathering the necessary documentation to support lateral accession, are strong disincentives for both the applicant and recruiting personnel.

Purpose

The purpose of this report is to describe the strategy for enlisting lateral entrants via computer technology (SELECT), an interactive set of procedures designed to streamline the procedures for assigning rates to potential Navy lateral accessions.

System Description

SELECT includes a cross-reference index that converts civilian occupations to Navy ratings and was developed in both a manual and computerized version. Skill tests developed under the lateral entry accession program (LEAP) and hours of training and/or work experience formed the basis for system selection criteria.

Recommendation

A need exists to evaluate SELECT in a context that requires users of varying sophistication to determine appropriate Navy ratings for applicants from a wide variety of civilian occupations.

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INTRODUCTION

Problem

The Navy is currently faced with an insufficient number of mid- to upper-level enlisted personnel. This problem is expected to continue for several years, in spite of the fact that retention of both entry-level and career personnel increased in FY 1982. One possible way to augment the Navy's current force of petty officers is through a program of lateral entry. This concept refers to bringing people into the Navy at higher than the normal entry level; that is, personnel may enter the Navy as petty officers if they qualify based on skills and knowledge acquired through training and civilian work experience.

Background

Although the Navy's lateral entry program, known as the direct procurement enlistment program (DPEP), has been in existence for several years, it has not been responsive to the increasing need for skilled petty officers. In fact, enlistment under DPEP has been declining over the last several years to less than a dozen accessions in FY 1980. This may be due, in part, to the fact that enlistment under DPEP is a very cumbersome and time-consuming process. Currently, it takes from 4 to 8 weeks to determine the pay grade and rating at which an applicant should be enlisted. For each applicant, a recruiter must spend time and effort to compile a lengthy preenlistment kit, which includes such information as employment and personal history. Also, the applicant must undergo physical and mental examination at a local military entrance processing station (MEPS) affiliated with a regional Navy Recruiting District (NRD) office. MEPS classifiers interview each applicant to determine program qualification and recommend the entering rate. The recommendation becomes part of the preenlistment kit that is forwarded to the Commander, Navy Recruiting Command (CNRC) and the Naval Military Personnel Command (NMPC), who make the final decision on rate assignment.

The two major problems with the current operation of DPEP are that (1) there are no objective criteria for assessing skills or clear guidelines for making accurate tentative rate assignments at the NRDs, and (2) there is no systematic set of procedures for collecting the necessary data or for determining when such data should be gathered. The uncertainty and delay in awaiting the assigned rate from NMPC, along with the time and difficulty associated with gathering the necessary documentation to support lateral accession, are strong disincentives for both DPEP applicants and recruiting personnel.

The lateral entry accession program (LEAP) was originated at the Navy Personnel Research and Development Center in response to a need to evaluate the lateral entry concept as a viable means for increasing the supply of petty officers and DPEP as an effective lateral entry program. The first LEAP pilot study was conducted from August to December 1982 in Navy Recruiting Area FOUR, which encompasses the areas of Southern Michigan and Northern Ohio. This region was chosen because, when LEAP originated, it had a high unemployment rate, thus offering the greatest available supply of skilled personnel. Test stations in the target area were the four MEPSs affiliated with the NRD offices in Detroit, Michigan; Cleveland, Ohio; and Columbus, Ohio, and 30 area community colleges. One Navy classifier at each MEPS was assigned responsibility for screening and testing applicants from the area work force; and educational specialists from the NRDs, for helping college counselors screen and test applicants with college backgrounds.

In an attempt to modify the lateral entry recruiting process so that procedures were more objective and less time-consuming, objective skill tests were developed for the following 13 ratings, which were experiencing severe petty officer (E-4, E-5, and E-6) shortfalls at the time LEAP was originated.

- AE--Aviation electrician's mate.
- AT--Aviation electronics technician.
- EM--Electrician's mate.
- EN--Engineman.
- ET--Electronics technician.
- FTG--Fire control technician (gun fire control).
- HT--Hull maintenance technician.
- IC--Interior communications technician.
- MM--Machinist's mate.
- MR--Machinery repairman.
- MS--Mess management specialist.
- SK--Storekeeper.
- YN--Yeoman.

Also, an interactive set of computerized procedures entitled "strategy for enlisting lateral entrants via computer technology" (SELECT) was developed for use in conjunction with the tests.

Purpose

The objective of this report is to document the SELECT system, including system requirements and operational procedures.

SYSTEM DESCRIPTION

SELECT is an interactive computerized set of classification procedures for initial processing of lateral entry applicants. It was designed to (1) streamline the process by which Navy classifiers at MEPS currently determine whether applicants are qualified for DPEP and (2) automate the process so that naive users such as college counselors could screen potential DPEP entrants. As part of this effort, a cross-reference system that converts civilian occupations to Navy ratings was developed. While a manual version of SELECT was also created, the major focus was on the operation and content of the computerized version.

SELECT is a set of 10 functions (programs), comprising approximately 150 lines of programming in APL, an interactive programming language. The programs reside on an IBM 370/3081 computer, a large mainframe operated by Boeing Computer Services (BCS). This system was chosen because it is used by Navy classifiers, who make up one group of intended SELECT users, and compatible terminals are available at each MEPS. However, SELECT can be adapted to smaller mainframes (e.g., IBM 4341) and microcomputers (e.g., IBM 5110), both of which were used in developing SELECT. On any system, SELECT operates within an APL workspace that contains all the necessary functions and variables to build and update the SELECT data base, which is stored permanently on a disk external to the APL workspace. When a user signs on to the BCS computer under a special account, the data base and APL workspace are made available and SELECT is automatically invoked. Appendix A provides a brief description of the SELECT system

programs; Appendix B, a description of the global variables used; and Appendix C, the actual program documentation.

Figure 1, a flowchart of the SELECT process, shows how SELECT flows from evaluation of general to specific lateral entry requirements. This simplifies the selection process by enabling the user to determine early on in the process if an applicant meets the general requirements for a rating and/or pay grade. If he or she is judged as unqualified, no further action is required.

Initially, the SELECT system requires input of demographic variables for use in tracing applicants and in subsequent analyses. SELECT computes the applicant's maximum qualified pay grade by comparing work/training experience data entered with lateral entry pay grade requirements listed in the Navy Recruiting Manual--Enlisted (1982). The SELECT output contains the level of pay grade qualification and the associated basic monthly pay to enable the applicant to weigh the financial aspects of enlisting. SELECT also prints out the factors that limit the applicant to the pay grade indicated.

The next step in the sequence is determining the appropriate Navy rating for the applicant. This required, among other things, the development of a civilian occupation-Navy rating cross-reference system to allow users (Navy classifiers, college counselors, and other potential users (e.g., job placement officials)) to identify the Navy ratings corresponding to the applicant's civilian training and/or work experience. The Department of Labor's Dictionary of Occupational Titles (DOT) was used as the framework to define civilian occupations. In DOT, civilian occupations are represented by nine-digit codes, with the first three being used to classify occupations by category, division, and group respectively. This level of detail was used in SELECT since it is the closest to the detail level used in describing Navy ratings.

The system was developed from existing Navy and Department of Defense publications that list Navy ratings and corresponding DOT classifications (e.g., the Military-Civilian Job Comparability Manual and the Navy Enlisted Career Guide). Also, the manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards, Section I (Navy Enlisted Occupational Standards) (NAVPERS 18068) was used to obtain titles of related civilian occupations for each rating. The civilian occupations were converted into DOT codes when not already provided. Finally, all available sources were integrated into a computer cross-referenced data base of all DOT codes and Navy ratings. Any gaps in the data base due to the limited listings in the available sources were filled in by judging which ratings corresponded to each DOT code.

To help the applicant decide which rating to select, a brief description of each rating was written based on descriptions provided in the Navy Enlisted Occupational Standards and in the Navy Enlisted Career Guide. These descriptions included, for each rating, a listing of the semester hours of credit that could be received by Navy personnel at each pay grade within a rating. This educational correspondence data, which is particularly useful to college students and recent graduates, were based on assessments of each rating found in The 1980 Guide to the Evaluation of Educational Experiences in the Armed Services, a publication of the American Council on Education.

After general pay grade qualifications have been assessed and a rating selected, SELECT determines whether the applicant meets requirements specific to the rating for

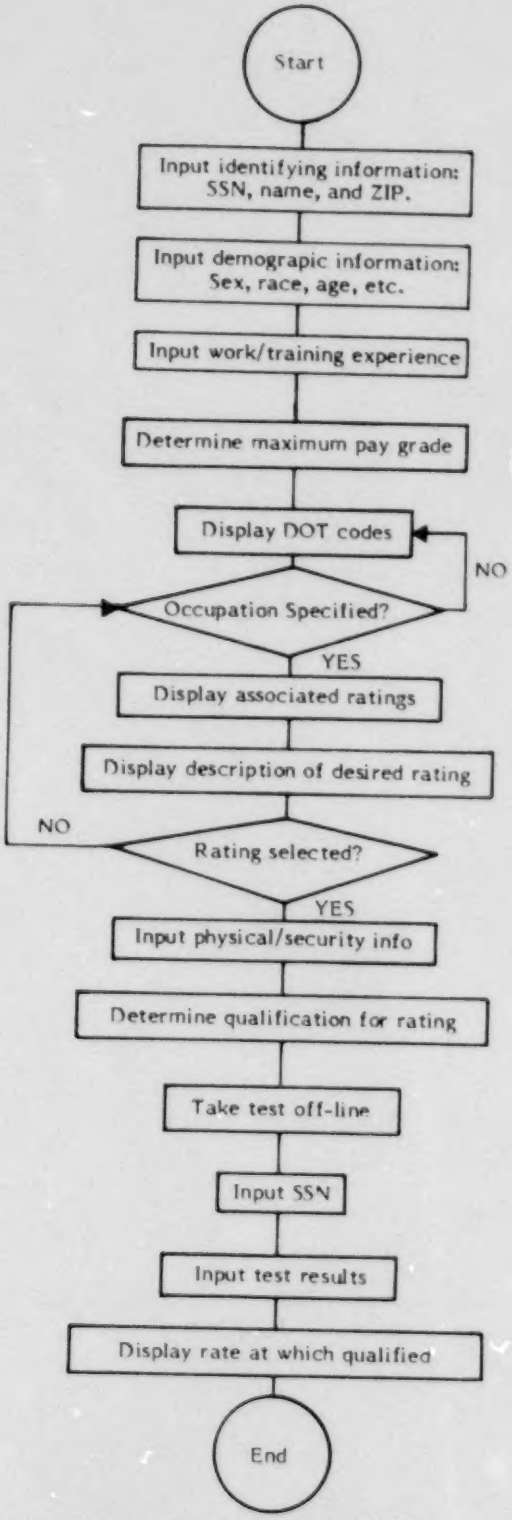


Figure 1. A flowchart of the SELECT process.

physical characteristics, citizenship, and security clearance. These standards are listed in Appendix J of the Navy Enlisted Manpower and Personnel Classifications and Occupational Standards. If an applicant is unqualified for the rating, SELECT displays the deficient areas. Further, SELECT displays the results of any previous tests so that, if the individual has already taken the desired test, retesting can be avoided.

When an applicant has been otherwise determined qualified for a rating, a skill qualification test is administered and results are scored manually. (These assessment instruments will be described in a subsequent report.) Finally, test scores are compared with established criteria and the maximum eligible pay grade within the rating is determined. SELECT then displays the rating and pay grade for which the applicant is qualified, plus the basic monthly pay associated with the pay grade.

As previously mentioned, a manual version of SELECT was developed for use when the computer is inaccessible. This method, which is basically a sequence of steps paralleling the computer method, uses printouts of files stored in the computer. Under this method, the user (e.g., college counselor, Navy classifier, or educational specialist) manually flips through the pages of the printed files to obtain necessary information and then fills out a SELECT data sheet with information that would otherwise be entered and/or calculated, and stored by the computer. Information from the data sheet is later entered into the computer to maintain an updated data base. Instructions on how to use SELECT under both manual and computer conditions are contained in Appendix D.

RECOMMENDATION

A need exists to evaluate SELECT in a context that requires users of varying sophistication to determine appropriate Navy ratings for applicants from a wide variety of civilian occupations.

REFERENCES

American Council on Education. Guide to the evaluation of educational experience in the armed services. Washington, DC: 1982.

Department of Defense. Military/civilian job comparability manual. Washington, DC: Office of the Assistant Secretary of Defense (Manpower and Reserve Affairs), (undated).

Department of Labor. Dictionary of occupational titles (4th Ed.). Washington, DC: Superintendent of Documents, U.S. Government Printing Office, 1977.

Naval Military Personnel Command. Manual of Navy enlisted manpower and personnel classifications and occupational standards (NAVPERS 18068), 1982.

Navy Recruiting Command. Navy recruiting manual--enlisted (COMNAVCRUITCOM INST. 1130.8). Arlington, VA: 1982.

Navy Recruiting Command. Navy enlisted career guide. Arlington, VA: 1981.

APPENDIX A

BRIEF DESCRIPTION OF APL FUNCTIONS

BRIEF DESCRIPTION OF APL FUNCTIONS

1. SELECT — Main function that controls determination of an applicant's rate. Solicits social security number and verifies its validity. It determines if the SSN is old by examining data base through SHARE function. Solicits name of applicant and zip code of testing site. The function then calls functions 2-6 listed below. Each function returns a variable that contains the solicited information, which is then stored by SELECT. Before ATEST is invoked, an opportunity is given to review and/or correct any data previously entered. This offer is accessible from any point in any function by entering a special character. It is automatically accessed when SSN is old. Following update section, ATEST is called, after which SHARE is called to permanently update the data base. The function can then be restarted or else the terminal session is terminated.

2. DEMOG — Solicits demographic information that is not used in rate determination but is useful for identification and research purposes. Input is not checked for conformity to format of parameters since this could cause unnecessary delays in processing the applicant. Because these data will be used only for identification, strict format conformity is not required. Excess spaces are removed from input, however, to conform to available space in data base.

3. APAYGRADE — Solicits information on months of general and supervisory work experience and hours of vocational training. This information is then compared with the variable STANDARD to determine at which pay grade the applicant is qualified. The function then prints the level of qualification, the associated basic pay, and the parameters that limited pay grade to reported level.

4. AXREF — Interactively cycles through one, two, and three-digit codes of the Dictionary of Occupational Titles (DOT), stored in the variable MENU. Once a three-digit code is specified, its location is found in the variable INDC, which is an index for ratings found in the variable RATC. The portion of RATC containing the ratings associated with the DOT code (indicated by INDC) is then printed. Next, the user has the option of returning to a display of DOT codes or of viewing a description of a rating contained in the variable ADESCR.

5. ABACK — Solicits information pertinent to requirements for special physical characteristics, such as hearing and vision, and for citizenship and security clearance. The function first solicits the rating and then the information. If qualification for a different rating is requested, stored background information can be used. Following specification of information or use of stored data, qualification for the entered rating is given. If the applicant is unqualified, the areas causing disqualification are listed.

6. ATEST — Prints out results of any previous test, then solicits rating and scores of test. Compares scores with those stored in variable CRITERIA. Prints out rate at which test-qualified and pay grade for which

qualified from APAYGRADE. Also prints associated basic monthly pay.

7. SHARE — Depending on argument, this function establishes read-only or read/write access to data base in file DIRECT AP210. The function searches for SSN entered in SELECT function and reads data from appropriate record or writes data to appropriate record. If no match found, first record after existing data is used. If write access cannot be established, a temporary file is created.

8. COND — This function eliminates excess blanks from a string.

9. ANUMCHK — The function checks string for numerical characters and resolicits input if nonnumeric character found.

10. FIND — This function searches one variable for the location of another. Upper and lower case letters are treated identically.

APPENDIX B

GLOBAL VARIABLES

GLOBAL VARIABLES
(dimensions in parentheses)

AMENU — (110 x 14 x 64) This variable contains 110 displays. Each display is 14 x 64 characters consisting of:

1. 1 display of 1-digit DOT codes.
2. 9 displays of 2-digit DOT codes.
3. 100 displays of 3-digit DOT codes.

RATC — (1351 x 4) This variable contains 1351 ratings. Each rating is allotted 4 spaces. Groups of ratings correspond to particular DOT codes and are indexed by INDC.

INDC — (411 x 3) This variable contains 411 indexes that are used to index the appropriate group of ratings in RATC. Each index corresponds to a DOT code that has at least one associated Navy rating. Each index has three parts:

1. DOT code.
2. Position of first rating listed in RATC minus.
3. Number of rating listed in RATC.

ADESCR — (99 x 16 x 64) This variable contains 99 displays. Each display is 16 x 24 characters. They consist of job descriptions and educational backgrounds for 97 ratings. Two ratings require two displays.

RATING — (99 x 4) This variable contains 99 ratings. Each rating is allotted 4 spaces. The ratings correspond to the descriptions in ADESCR and are used to index the appropriate display.

STANDARD — (7 x 4) This variable contains minimum levels of (1) work experience, (2) supervisory work experience, (3) training, and (4) a combination of work experience and training, for qualification at each of seven pay grades (E-1--E-7).

PAY — (8 x 7) This variable contains basic monthly pay (in a 7-character string) for 8 pay grades (E-0--E-7).

BGINFO — (13 x 7) This variable contains 7 values for each of the 13 LEAP target ratings. The values correspond to special physical, citizenship, and security clearance requirements for each rating.

CRITERIA — (13 x 3) This variable contains the minimum test scores necessary to pass each of 3 pay grades (E-4--E-6) for each of the 13 LEAP target ratings.

RTG — (13 x 4) This variable contains the 13 LEAP target ratings (4 characters per rating). It is used to reference the values in BGINFO and CRITERIA.

APPENDIX C

DOCUMENTATION OF APL FUNCTIONS USED IN SELECT

DOCUMENTATION OF APL FUNCTIONS USED IN SELECT

```
      ∇ SELECT;Q;Y;RECORD;SSN;INDEX;NAME;OLD;ZIP;DIRECTORY
[1]   'STRATEGY OF ENLISTING LATERAL ENTRANTS VIA COMPUTER TECHNOLOGY
[2]   'ENTER ;CR: ∨CARRIAGE RETURN∧ TO CONTINUE TO NEXT PROGRAM'
[3]   'ENTER / TO REVIEW DATA'
[4]   'ENTER # TO EXIT MAIN PROGRAM'⎕AV[203]
[5]  ST:INDEX←1+OLD←0
[6]   RECORD←320ρQ←' '
[7]   'ENTER SSN, ;CR:, #, /'
[8]   →(' #/'=1↑SSN←ANUMCHK ⍞)/P,END,U
[9]   →(9=ρSSN)/CONT1
[10]  'PLEASE ENTER 9 DIGITS'
[11]  →ST
[12] CONT1:SHARE 'R'
[13]  RECORD[118 119]← 2 0 ⍕1+⍎1↑⍕'0',RECORD[118 119]
[14]  →(OLD←' '≠RECORD[1])/U
[15]  RECORD[120+⍳5]←5↑⍕⎕TS[2 3]
[16]  RECORD[⍳9]←SSN
[17] N:'PLEASE ENTER NAME OF NEW APPLICANT, ^ TO REENTER SSN, ;CR:, #'
[18]  (64×OLD)↑RECORD[⍳30],' IS STORED'
[19]  →(' #^'=1↑NAME←20↑COND ⍞)/Z,END,ST
[20]  RECORD[10+⍳20]←NAME
[21] Z:'PLEASE ENTER ZIP CODE OF TESTING SITE, ;CR:, #, /'
[22]  (64×OLD)↑RECORD[31+⍳5],' IS STORED'
[23]  →(' #/'=1↑ZIP←COND ⍞)/D,END,U
[24]  RECORD[31+⍳5]←5↑ZIP
[25] D:→(' #/'=1↑Y←DEMOG)/P,END,U
[26]  RECORD[37+⍳33]←33↑Y
[27] P:→(' #/'=1↑Y←APAYGRADE)/X,END,U
[28]  RECORD[70+⍳20]←20↑Y
[29] X:→(' #/'=1↑Y←AXREF)/B,END,U
[30]  RECORD[90+⍳5]←5↑Y
[31] B:→(' #/'=1↑Y←ABACK)/U,END,U
[32]  RECORD[95+⍳20]←20↑Y
[33] U:'ENTER ∨N,Z,D,P,X,B∧ FOR NAME,ZIP,DEMOG,PG,XREF,BACKGC ;CR: FOR TEST SCORES, #, /'
[34]  OLD←1
[35]  →('NZDPXB #/'=1↑COND ⍞)/N,Z,D,P,X,B,T,END,U
[36]  →U
[37] T:→('/'=1↑ATEST)/U
[38] END:'END OF PROGRAM'
[39]  SHARE 'U'
[40]  'PLEASE ENTER ]-] TO RESART PROGRAM, OTHERWISE SYSTEM LOGS OFF'
[41]  →('-'=1↑⍞)/1,0
[42]  ⎕CTS 'LOGOFF'
      ∇


      ∇ DEM←DEMOG
[1]   'PLEASE ENTER THE FOLLOWING DEMOGRAPHIC INFORMATION ∨;CR:, #, /∧'
[2]   'SEX + RACE + ETHN + CIV ED + DOB + BRANCH + YR/MO/DA OF SERVICE'
[3]   (64×OLD)↑RECORD[37+⍳33],' IS STORED'
[4]   →(' #/'=1↑DEM←35↑COND ⍞)/0
      ∇


      ∇ DATA←APAYGRADE;AREAS;C;MIN;X;Y
[1]   'ENTER THE FOLLOWING TO DETERMINE MAXIMUM PAYGRADE, ;CR:, #, /'
[2]  HEAD:AREAS← 3 16 ρ⍞←'# WORK EXP∨MOS∧ # SUP W/E ∨MOS∧ # TRAINING ∨HRS∧'
[3]   (64×OLD)↑RECORD[70+⍳20],' IS STORED'
[4]   →(' #/'=1↑DATA←ANUMCHK ⍞)/0
[5]   →(0≠ρ⍞←((3≠ρ,X←⍎DATA)×64)↑'PLEASE ENTER ONE NUMBER FOR EACH AREA LISTED.')/HEAD
[6]   C←,(⍳4)∘.=⍳4
[7]   C←C/,(⍉ 7 4 ρ4ρX←(X[3]+1000×X[1]-12),X[3 1 2])+.≥STANDARD
[8]   'APPLICANT IS QUALIFIED FOR ',(Y←3↑'E',⍕MIN),', WITH BASE MONTHLY PAY OF $',,PAY[1+MIN+L/C;]
[9]   'MINIMUM AREAS(   ',[1](C=MIN)/[1](1 16 ρ'# WORK+TRAINING '),[1] 3 16 ↑AREAS[3 1 2 ;⍳10]
[10]  DATA←Y,DATA
      ∇


      ∇ DOT←AXREF;I,LOC;POS;RAT
[1]  ENT:'ENTER DOT NUMBER ∨0 TO BEGIN∧, ;CR:, #, /'
[2]   (64×OLD)↑RECORD[90+⍳5],' IS STORED'
[3]   →(' #/'=1↑DOT←3↑ANUMCHK ⍞)/0
[4]   I←(⍷DOT,'+1')+10×2=+/' '≠DOT
[5]   →(3=⍕+/DOT≠' ')/LST
[6]   AMENU[I;;]
[7]   →ENT
[8]  LST:LOC←,INDC[POS←(1+1↑ρINDC)⊥POS←INDC[;1]⍳I-1;2 3]
[9]   ,RAT←[LOC[1]+⍳LOC[2];]
[10]  →(POS=1+1↑ρINDC)/ENT
[11] DES:'ENTER RATING DESCRIPTION DESIRED, 1 FOR NEW DOT NUMBER, ;CR:, #, /'
[12]  →(' #/1'=1↑RAT←⍞)/0,EN,EN,ENT
[13]  →(0≠ρ⍞←ADESCR[RATING FIND 4↑RAT;:])/DES
[14]  RAT,' RATING DOES NOT EXIST'
[15]  →DES
[16] EN:DOT←RAT
      ∇
```

```
     ∇ BACKG←ABACK;RT;N;BG;IND;INFO;OPEN
[1]  ST:'ENTER RATING TO DETERMINE BACKGROUND QUALIFICATION, ;CR:, ≠, /'
[2]   N←1+⍴IND←⍳0
[3]   →(' ≠/'=BACKG+1↑RT←4↑COND ⍞)/CONT,0,0
[4]   →(0≠⍴IND←RTG FIND RT)/CONT
[5]   RT,' IS NOT A LEAP RATING.  PLEASE RE-ENTER. ∨;CR:, ≠∧'
[6]   →ST←1
[7]  CONT:'ENTER BACKGROUND INFOMATION ∨1∗YES/NORMAL 2∗ABNORMAL/NO∧'
[8]   INFO← 6 7 ⍴⍞←'COLOR  HEAR   SPEECH CIT    SECUR  VISION ∨FROM 20/-- TO 20/--∧, ≠, /'
[9]   (64∗OLD)↑RECORD[95+⍳20],' IS STORED'
[10]  BACKG←⍳0
[11] GET:→(' ≠/'=1↑BACKG←ANUMCHK ⍞,' ',BACKG)/NEXT,0,0
[12]  →(7=⍴,⍉BACKG)/NEXT
[13]  'PLEASE ENTER ;CR: OR 7 NUMBERS SEPARATED BY SPACES'
[14]  →GET
[15] NEXT:BACKG←,BG←7↑⍉BACKG,' ',RECORD[95+⍳25]
[16]  →(0=⍴IND)/QUAL
[17]  →(N←7=+/BG←BG≤,BGINFO[IND;])/QUAL
[18]  'APPLICANT UNQUALIFIED FOR ',RT,' RATING DUE TO('
[19]  (~BG)/[1] INFO,[1] INFO[6;]
[20] QUAL:(64∗N)↑'APPLICANT IS QUALIFIED FOR, ',RT,' RATING'
[21]  →(1=1↑OPEN←(RECORD[111+15∗⍳13]=' ')/⍳13)/0
[22]  RECORD[⍳30],' HAS ALREADY BEEN TEST QUALIFIED AS: ',,⍕AV[203],RECORD[125+⍳15∗OPEN[1]-1]
      ∇

      ∇ R←ATEST;N;RT;IND;RES;RAT;MPG;OPEN
[1]   →(1=1↑OPEN←(RECORD[111+15∗⍳13]=' ')/⍳13)/ST
[2]   RECORD[⍳30],' HAS ALREADY BEEN TEST QUALIFIED AS( ',,⍕AV[203],RECORD[125+⍳15∗OPEN[1]-1]
[3]  ST:'ENTER RATING OF TEST RESULTS, ∨;CR:, ≠, /∧'
[4]   →(' ≠/'=R←1↑RT←COND ⍞)/0
[5]   →(0≠⍴IND←RTG FIND 4↑RT)/CONT
[6]   RT,' IS NOT A LEAP RATING.  PLEASE RE-ENTER.  ∨;CR:, ≠, /∧'
[7]   →ST←1
[8]  CONT:'ENTER NUMBER CORRECT FOR( E4 E5 E6, ∨;CR:, ≠, /∧'
[9]   →(' ≠/'=1↑RES←ANUMCHK ⍞)/0
[10]  RAT←(4↑RT,(∨(N>0)∗7-N)),' ∨E',(⍕N+⌈/0,(+\(3↑⍴RES)≥,CRITERIA[IND;])/4 5 6),'∧'
[11]  'APPLICANT IS TEST QUALIFIED AS AN ',RAT,', WITH A BASE SALARY OF $',,PAY[N+1;]
[12]  'WITH LIMITATION DUE TO BACKGROUND OF(  ',MPG,',  WITH A BASE SALARY OF $',,PAY[1+⍴⍕1↑'0',MPG←RECORD[71 72];]
[13]  RECORD[(118+15∗OPEN[1])+⍳15]←(5↑RAT),10↑RES
      ∇

      ∇ SHARE R;D;J;DCTL;DREC;TEMP;DIRECTORY
[1]   →(9≠⍴SSN)/0
[2]   J←0
[3]  TRY:DCTL←'DIRECT AP210 *(CTL '
[4]   DREC←'DIRECT AP210 *(USER NPRDC1 PASS LEAP ',R
[5]   →(1≠⍴⍵/2=210 ⎕SVO 2 4 ⍴'DRECDCTL')/ERR1
[6]   →(0≠1↑DCTL)/ERR1
[7]  ST:DIRECTORY← 0 9 ⍴' '
[8]  CHK:→(0=⍴TEMP←DREC)/END
[9]   DIRECTORY←DIRECTORY,[1] 9↑,TEMP
[10]  →CHK
[11] END:→(0=⍴J←DIRECTORY FIND SSN)/FINR
[12]  DCTL←2⍴J
[13] PROC:⍎'RECORD←320↑,DREC←320↑,RECORD'[(12×R≠'R')+⍳16]
[14]  →0
[15] FINR:→PROC×R='U'
[16] ERR1:→(2=J←J+1)/T
[17]  'SYSTEM ERROR PLEASE WAIT 2 SECONDS WHILE CONTACT REATTEMPTED'
[18]  D←⎕CTS 'SL 2 SEC'
[19]  D←⎕EX 2 4 ⍴'DRECDCTL'
[20]  →TRY
[21] T:DCTL←'DIRECT(CTL'
[22]  DREC←'DIRECT(',R
[23]  'PLEASE REPORT THE FOLLOWING TO LR. IARC ΔAMOVITCH'
[24]  'AT ⍵←⍴⍳0.    ∨619∧ 225-6911'
[25]  →(1≠⍵/2=210 ⎕SVO 2 4 ⍴'DRECDCTL')/ERR2
[26]  →(0≠1↑DCTL)/ERR2
[27]  'TEMPORARY FILE USED'
[28]  →ST
[29] ERR2:'TEMP CONTACT FAILED. PLEASE RETRY LATER'
      ∇

      ∇ Y←COND X
[1]   Y←1↓(('  '≠X)∨'  '≠1⌽X)/X←' ',X
      ∇

      ∇ Y←ANUMCHK X
[1]  ST:Y←,COND X
[2]   →(' ≠/'=1↑Y←,X)/0
[3]   →((⍴,Y)=+/Y∈' 0123456789')/0
[4]   'PLEASE ENTER NUMERIC INFORMATION ONLY'
[5]   X←,⍞
[6]   →ST
      ∇

      ∇ Z←A FIND B
[1]   →(0≠⍴⍵Z←(A[;⍳⍴,B]∧.=,B)/⍳1↑⍴A)/0
[2]   B← ABCDEFGHIJKLMNOPQRSTUVWXYZ '[⍳⍵⍳0⌊4_∇δ⍳←''⍞⍳⍳⍳0≠?⍵⌈-4⍵⊃⍳c'⍳B]
[3]   Z←(A[;⍳⍴,B]∧.=,B)/⍳1↑⍴A
      ∇
```

SELECT

Line #	Description
1-4	Instructions for special characters, which are acted upon when entered at any request for input during function execution.
5-6	Initialize index, old record.
7	Print SSN instructions.
8	Verify input to SSN as numeric and move to appropriate section if special character is entered.
9-11	Print error message and return to start if SSN does not contain exactly 9 digits with no spaces.
12	Invoke SHARE function to determine if SSN already exists in data base.
13	Increment counter of number of times record accessed.
14	If record has existing information, indicate in OLD and go to update area.
15	Store current date if SSN new.
16	Store SSN if new.
17	Print instruction for input of name.
18	If old SSN, print out stored data.
19	Assign condensed input of name to NAME and move to appropriate section if special character entered.
20	Store name.
21	Print instructions for input of zip code.
22	If old SSN, print out stored data.
23	Assign condensed input of zip code to ZIP and move to appropriate section if special character entered.
24	Store ZIP code of testing site.
25	Invoke DEMOG function, store result in Y, and move to appropriate section if special character is the result.
26	Store demographic information.
27-28	Same as 25-26 applied to APAYGRADE function.
29-30	Same as 25-26 applied to AXREF function.

Line #	Description
31-32	Same as 25-26 applied to ABACK function.
33	Print update/review instructions.
34	Update OLD to indicate that there are stored data.
35-36	Move to indicated section or resolicit input if unknown character entered.
37	Invoke ATEST function and move back to update line if '/' is the result.
38	Print 'end of program.'
39	Invoke SHARE program to update data base.
40	Print instructions to restart function.
41-42	Restart or log off as indicated by input.

DEMOG

1-2	Print out instructions for entering information.
3	If old SSN, print out stored data.
4	a. Solicit input for demographic information. b. Remove excess blanks from input. c. Assign 35 characters of input as result of function.

APAYGRADE

1-2	Print out instructions.
3	If old SSN, print out stored data.
4	a. Solicit input for experience and training. b. Verify input is numeric. c. Assign numbers to DATA. d. If special character entered, exit function with special character as result.
5	a. Assign DATA to X and if three numbers not entered: b. Print out message. c. Return to instructions.
6	Initialize C.
7	a. Compare DATA with STANDARD. b. Assign level of qualification to C.
8	Print out level of qualification and associated base pay.
9	Print out areas that limited pay grade to indicated level.
10	Assign pay grade and DATA to result of function.

Line #	Description

AXREF

1	Print out instructions.
2	If old SSN, print out stored data.
3	a. Solicit input to begin search for Dictionary Occupational Titles (DOT) code in variable MENU. b. Verify input is numeric. c. Assign digits to DOT.
4	Convert DOT into page number for AMENU and assign to I.
5	If 3-digit DOT specified, go to LST.
6	Otherwise, print specified MENU page.
7	Continue searching MENU.
8	a. Find the position in INDC of the DOT code and assign it to POS. b. From the information in INDC, assign to LOC the location RATC of the ratings corresponding to DOT.
9	Print out ratings associated with DOT.
10	Return to beginning if DOT invalid.
11	Print instruction for displaying rating descriptions.
12	a. Solicit input for desired rating description. b. Go to end of function if special character entered. If (1) is entred, return to beginning.
13	a. Find the location of the rating. b. Print the description of the located rating. c. Return to description instructions if description found.
14	If no or improper rating entered, print statement.
15	Then return to description instructions.
16	Assign RAT to DOT as result of function.

ABACK

1	Print instructions.
2	Initialize N and IND.

Line #	Description
3	a. Assign to RT 4 letters of condensed input. b. Assign the first character of input as result of function. c. Skip to next section in function, or if input is another character, exit function, with character as result.
4	a. Find position of RT in RTG and assign to IND. b. Skip to next section if rating found.
5-6	If not, print statement and return to start of function.
7-8	Print instructions.
9	Print out stored value of BACKG.
10	Initialize BACKG.
11	a. Solicit input for BACKG. b. Verify input is numeric. c. Assign value to BACKG. d. Skip to next section if function, or if input is another special character, exit function, with character as result.
12	Skip to next section if BACKG has 7 numbers.
13-14	If not, print instruction and return to solicit input.
15	Assign numeric representation to BACKG plus stored data to BS.
16	Skip to next section if no rating was entered.
17	a. Compare values of BGINFO for indicated ratings. b. Assign logical comparison vector to BG. c. Test if all values meet standards. d. Assign result of test to N. e. If result is positive, go to qualification statement.
18	If not, print nonqualification statement.
19	Print reasons for not qualifying.
20	Print qualification statement if qualified.
21-22	Print out tests already taken, if any, and the results.

ATEST

1-2	Print out tests already taken, if any, and the results.
3	Print instructions.

Line #	Description
4	Assign condensed input of rating to RT and exit function if special character entered.
5	Assign index for rating entered to RT and skip to results section if rating found.
6-7	If not, print error message and return to solicitation.
8	Print instructions.
9	Verify input as numeric, assign results to RES, and exit function if special character entered.
10	Compare results with indicated CRITERIA and store output of rank and pay grade in RAT.
11-12	Print statement of test and background qualification with salary information.
13	Record qualified rate and test results.

SHARE

1	Exit function if SSN invalid.
2	Initialize J.
3-6	Establish connection with data base and move to error section (Line 15) if any problems indicated.
7-10	Establish DIRECTORY as a list of all SSNs in the data base.
11	Locate the position of the SSN in DIRECTORY, assign this value to IND, and move to FINR (Line 14) if it does not exist.
12	If it does exist, establish access to indicated record.
13	If R indicates read access desired, read data into RECORD variable; if write access desired, write data from RECORD to file.
14	Exit function.
15	Exit function unless R indicates write access desired in which case move to PROC (Line 13) to write data.
16-20	Make 2 more attempts to establish connection by delaying 2 seconds, expunging old attempt and moving to TRY (Line 2).
21-24	If contact cannot be established, create temporary file and print instructions to report problem.

Line #	Description
25-26	If temporary file cannot be created move to EER2 (Line 29) and print error.
27-28	Print success message and move to ST (Line 6) to store data.
29	Error message for temporary file.

COND

1	Eliminate excess and leading blanks from string X and assign condensed string as result of function.

ANUMCHK

1-2	Assign condensed form of X to Y and exit function if Y contains special character.
3	Exit function if each element of Y is numeric or blank.
4-6	Print numeric instructions, solicit new input, and move to ST to evaluate new input.

FIND

1	Find the location of string B in matrix A and assign value as result of function.
2-3	If B cannot be located, convert upper case to lower case and reattempt location.

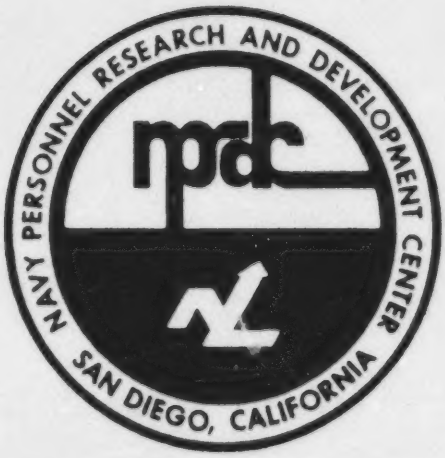
APPENDIX D

SELECT GUIDE FOR MANUAL AND COMPUTER PROCEDURES

SELECT

(Strategy for Enlisting Lateral Entrants via Computer Technology)

Guide for Manual and Computer Procedures



Directions for Tentative Assignment to Rate using SELECT

I. General Introduction

The Strategy of Enlisting Lateral Entrants via Computer Technology (SELECT) is an interactive computer program designed to aid classifiers and/or college counselors in tentatively determining the rating and paygrade at which an applicant may enter the Navy under the Lateral Entry Accession Program (LEAP). The determination is based on the applicant's previous work experience, training, and the results of specially designed LEAP tests. Since all testing sites do not have access to computer terminals, a manual method for making rate determinations, closely paralleling the computer method, has been developed. This involves completing a data sheet that will be submitted to the local Navy Recruiting District (NRD) for subsequent entry into the computer. This method also provides an alternative means of rate determination in the event of computer failure.

II. Manual Method

Page 8 is a sample of a completed SELECT Data Sheet. Following the data sheet are four information sections containing information necessary to complete the data sheet. The description of those sections is given below. Their use is described in the instructions for the data sheet beginning on page 2.

Data Sheet Tables

This section contains three tables used to determine qualification for paygrade and rating on the basis of (1) general paygrade requirements, (2) special physical requirements for entry into a rating, and (3) test scores required for acceptance in a given paygrade for a specific rating.

DOT Structure

This section contains all the one-, two-, and three-digit DOT codes.

DOT - Navy Rating Cross-Reference

This section contains the Navy ratings associated with each DOT code. Starred ratings are part of LEAP pilot project and are those which tests are available.

Rating Descriptions

This section contains brief descriptions of all Navy ratings. Also included are brief descriptions of the corresponding educational credit associated with each paygrade within a rating.

INSTRUCTIONS FOR DETERMINING RATING AND PAYGRADE
USING THE MANUAL METHOD

1. SSN - Enter 9 digits
2. Name - Last name; First and Middle initials
3. Zip Code - Enter five digit zip code of testing site
4. Demographic information - Fill out each line as indicated below

   a. Sex - Enter M or F
   b. Race - Enter the letter in parentheses below that corresponds to the applicant's race

      (C) Caucasion
      (N) Black/Negroid
      (X) Other
      (Z) Unknown

   c. Ethnic - Enter the letter or number in parentheses below that corresponds to the applicant's ethnic background

      (1) Spanish, N.E.C.
      (2) American Indian, N.E.C.
      (3) Asian American, N.E.C.
      (4) Puerto-Rican
      (5) Filipino
      (6) Mexican American/Chicano
      (7) Eskimo
      (8) Aleut
      (9) Cuban American
      (D) India
      (E) Malaysian
      (G) Chinese
      (J) Japanese
      (K) Korean
      (L) Polynesian
      (Q) Other Pacific
      (S) Central/South American
      (V) Vietnamese
      (W) Micronesian
      (X) Other

   d. Civilian Education - Enter the number of years of education plus the letter that corresponds to the type of certificate the applicant has received.

      (N) None
      (G) Graduate Equivalency Diploma
      (P) Post high school degree
      (D) High School Diploma

   e. Date of Birth - Day/Month/Year

f. Prior Service

(1) Branch - If the applicant has prior service, enter the letter in parentheses below that corresponds to the branch of service followed by the letter R, for Reserve duty.

(AF) Air Force
(A) Army
(C) Coast Guard
(M) Marine Corps
(N) Navy

(2) Length of Service - Years/Months/Days

5. Maximum Paygrade -

a. Months of Work Experience - Enter the number of verifiable months the applicant has worked in a given field.
b. Months of Supervisory Work Experience - Enter the number of verifiable months the applicant has worked as a supervisor in any field.
c. Hours of Specific Vocational Training - Enter the number of verifiable contact hours the applicant has spent in a specific vocational training program. Translate one year as 1000 hours.
d. Work/Training - This variable must be calculated as follows: Translate one year of work as 1000 hours by dividing 12 into (a) and multiplying by 1000. Add the result to (c).

Example: (a) = 60
(c) = 4000

60 ÷ 12 = 5
5 X 1000 = 5000
4000 + 5000 = 9000

Thus, 9000 is entered on line (d).

Next, compare the data on lines (a) through (d) with the Paygrade Standards in the Data Sheet Tables section following the sample Data Sheet. Each of the lines (a) through (d) corresponds to one column in the Paygrade Standards table. In each category, the applicant qualifies at the level his number meets or exceeds the value in the table. Using the numbers as the sample data sheet, the applicant qualifies for E5 in work experience, E5 in supervisory work experience, E6 in training and E6 in work/training. Overall, the applicant is restricted to the lowest paygrade he qualified for in the categories. In this case, the applicant is qualified for E5 because of his work experience and supervisory work experience. Therefore, E5 is entered on line 5 of the sample. NOTE: If the minimum area is Work Experience for an applicant who is otherwise qualified for E4, Work Experience may be waived. This means an applicant qualifying at the E3 level may be considered to qualify at the E4 level.

6. DOT - Navy Rating Cross-Reference - The purpose of this step is to find the Navy Rating that is appropriate to the applicant's work experience, training, and interests. This is done with the help of the final three information sections as described below.

   a. The DOT structure section is used to determine the three-digit DOT code corresponding to the applicant's area of work. This is done by first selecting the appropriate occupational category (one-digit numbers), narrowing this by selecting the appropriate occupational division (two-digit numbers), and finally refining this by selecting the appropriate occupational group (three-digit numbers). Enter the selected three-digit number on line 6.

   b. The DOT - Navy Rating Cross-Reference is used to find the Navy ratings associated with the selected DOT code. Simply look up the three-digit code to find the associated ratings. Remember, tests are only available for the starred ratings.

   c. The final step in choosing a rating is to read the descriptions in the Rating Descriptions section. This section contains a brief description of the duties performed by each Navy rating. A description of educational correspondence is also included. This is an indication of the number of semester hours of credit by course that an individual in a given Navy rate could receive. The number in parentheses refer to the semester hours for paygrades E4, E5, E6, and E7. Thus, the applicant should be familiar with the subjects listed if he expects to qualify for a given rating and paygrade.

7. After a rating is selected, enter this on line 7. To determine qualification for the rating selected, complete lines (a) through (g) and compare the results with the Rating Qualification table in the Data Sheet Tables section. To fill in the data for lines (a) through (e), enter a '1' for 'yes' or 'normal' and '2' for 'no' or 'defective'. For lines (f) and (g), enter the appropriate values for the applicant's vision. An applicant is qualified only if all of the data entered are less than or equal to values in the table for the selected rating. Next to rating entered on line 7, place a '+' if the applicant is qualified and a '-' if not.

8. Test Results - If applicant is qualified for the given rating and has not yet been tested in this rating, a test may be issued. Consult LEAP Test Administrator's Manual for instructions. Once the scoring has been completed, enter the results on the appropriate lines on the data sheet. Compare the results to those in Data Table 3. Applicant is test-qualified for the given rating at the paygrade for which the recorded scores meet or exceed the tabled values. NOTE: An applicant cannot qualify as an E6 if he has not qualified as an E5, and he cannot qualify as an E5 if he has not qualified as an E4. Indicate in the space provided, the level of qualification.

9. Enter the lower of paygrades determined in Step 5 and Step 8, and indicate to the applicant the corresponding basic pay (see Data Table 1).

   Submit completed Data Sheet to your local NRD, c/o Enlisted Programs Officer.

III. INSTRUCTIONS FOR DETERMINING RATING AND PAYGRADE USING THE COMPUTER PROGRAM: "SELECT"

The SELECT program is written in the APL computer language and requires that all input be in lower case characters. Thus, it is important to be sure at all times that you enter lower case characters only. Begin by entering your NPRDC USERID and password. The computer will respond with a few lines of print and then request the SELECT password. Enter in lower case letters <<leap>>. This initiates the SELECT program. If the computer responds - ws locked -, enter <<"load KnprdclK leap>leap >>. If this fails to initiate the SELECT program, log off and try again. The first few lines contain instructions on how to move through the main SELECT program. At any request for input, you may make one of three special entries.

<*> - Puts you at the end of the program and stores all the data entered.
</> - Allows you to re-enter the program at any point desired. After the </> is entered, you will be prompted for the specific entry point (indicated in later sections).
<cr> - Carriage return advances to the next section of the program. This is useful when reviewing data and no changes are necessary.

The following is a description of the various requests for input. Entry point letters are indicated in parentheses following step number. These are the letters to enter when prompted following entry of </> to update or review data. Only information specific to the computer procedure will be given here. For greater detail see same step number under manual procedures.

1. SSN - Nine digits must be entered without hyphens or spaces.
2. (N) Name
3. (Z) Zip Code of testing site
4. (D) Demographic Information - Enter with at least one space between each item. Dates may be entered with hyphens, slashes, or blanks separating numbers. Letters may also be used for month.
5. (P) Maximum Paygrade - Enter numbers only with at least one space between items. The computer will print out result with minimum areas listed. These are the areas which restrict the applicant to the paygrade indicated and no higher. Remember, if the only minimum area for E3 is work experience, this requirement may be waived. The applicant must still, of course, pass the appropriate test.

6. (X) DOT - Navy Cross-Reference.

   a. The computer allows you to determine the three-digit DOT code that corresponds to the applicant's area of work. Entering <Ø> produces the one-digit occupational categories. From this, you may enter the appropriate category. The computer then displays the associated two-digit occupational divisions. From this, you may enter appropriate division. The computer then displays the associated three-digit occupational groups. From this, you may enter the appropriate group. At any point in the cross-reference program, you may enter any one-, two-, or three-digit code to either bypass the system or re-start it. Once you specify the three-digit group, the computer displays the associated Navy ratings. Starred ratings are those that are part of the LEAP pilot project for which tests are available.

b. At this point, you may enter any rating desired, including non-LEAP ratings. The computer will display a brief description of any rating entered. A description of educational correspondence is also included. This is an indication of the number of semester hours of credit by course that an individual in a given Navy rate could receive. Thus, the applicant should be familiar with the subjects listed if he expects to qualify for that rate. The computer also offers the option to re-examine the DOT codes by entering a <1>. Simply entering a carriage return advances the program to the next section. This should be done when a rating has been selected.

7. (B) Background Information for Rating Qualification - Enter the appropriate information with at least one space between each number. The computer will indicate if the applicant has qualified for the rating indicated. If unqualified, the computer displays what caused the disqualification. Also displayed will be test results of any previous test.
CAUTION: Do not issue a test for a given rating if the applicant has already taken that test. At this point a <*> should be entered to store the data and terminate the program. You will re-enter the program again when you have the applicant's test scores. At that time, following entry of the SSN, the computer will ask where you want to enter the program. Enter a carriage return to enter test results.

8. <cr> Test Results - The computer will display the results of any previous test. Then, enter the rating of the test taken. Next, enter the results for E4, E5, E6, with at least one space between each number. The computer will respond with the paygrade at which the applicant has qualified with an indication of the paygrade limitation determined in Step 5.

9. (*) This concludes the program, and the computer stores all the data entered and requests further input. At this point, any entry other than a <+> causes the computer to log off. A <+> causes the program to begin at the request for SSN. This is in case you have more than one applicant to process at this time.

The SELECT program is designed to take care of most entry errors. If there seems to be a problem in accepting your entries, it may be due to the terminal not being set to lower case, or garbage on the phone lines. Therefore, be sure the terminal is set to lower case and re-enter the data. If this fails to resolve the problem, attempt the following in order: (1) Enter <select> to re-initiate the program, (2) Enter <"i cms> to re-initialize the system, (3) log off and log on again. If the problem continues, please call Dr. Marc Hamovitch at NPRDC - (714) 225-6911.

SELECT DATA SHEET

1.	SSN	123 - 45 - 6789	
2.	Name	JONES, JR	
3.	Zip Code	92152	
4.	Demographic Information		
	a. Sex	M	
	b. Race	C	
	c. Ethnic	X	
	d. Civilian Education	12D	
	e. Date of Birth Da/Mo/Yr	4 / 7 / 56	
	f. Prior Service		
	(1) Branch	N	
	(2) Length Yr/Mo/Da	3 / 11 / 15	
5.	Maximum Paygrade		E5
	a. Months of Work Experience	60	
	b. Months of Supervisory Work Experience	6	
	c. Hours of Specific Vocational Training	4000	
	d. Work/Training (c+(1000×a÷12))	(9000)	
6.	DOT Code	828	
7.	Rating Qualification		ET +
	a. Color Perception	1	
	b. Hearing	1	
	c. Speech	1	
	d. U.S. Citizen	1	
	e. Eligible for Security Clearance	1	
	f. Uncorrected Vision	20 / 20	
	g. Corrected Vision	20 / 20	
8.	Test Results		ET3
	a. E4	112	
	b. E5	25	
	c. E6	5	
9.	Final Recommendation		ET3

DATA SHEET TABLES

PAYGRADE STANDARDS (STEP 5)
RATING QUALIFICATION (STEP 7)
TEST CRITERIA (STEP 8)

TABLES FOR SELECT DATA SHEET

Paygrade Standards

Pay Grade	(a) Work Exp.	(b) Sup. Work Exp.	(c) Training	(d) Work Exp/ Training	Pay
E3	0	0	0	2000	$ 642.60
E4	12	0	0	2000	$ 682.20
E5	24	0	0	4000	$ 731.40
E6	72	12	3000	9000	$ 833.10
E7	96	18	4000	12000	$ 968.70

Rating Qualification

Rating	Col. Perc.	Hearing	Speech	US Cit.	Secur.	Uncorr. Vision 20/ __	Correct Vision 20/ __
AE	1	2	2	1	1	-	-
AT	1	2	2	1	1	-	-
EM	1	2	2	2	2	-	-
EN	2	2	2	2	2	-	-
ET	1	1	2	1	1	-	-
FTG	1	2	2	1	1	20	20
HT	1	2	2	1	1	-	-
IM	1	2	2	1	1	20	20
MM	2	2	2	2	2	-	-
MR	2	2	2	2	2	100	20
MS	2	2	2	2	2	-	-
SK	2	2	2	2	2	-	-
YN	2	2	2	1	1	-	-

Test Criteria

Rating	E-4	E-5	E-6
AE	80	19	-
AT	56	40	11
EM	47	45	14
EN	61	37	10
ET	81	22	9
FTG	61	26	21
HT	73	20	17
IM	52	25	30
MM	74	24	12
MR	59	36	13
MS	82	16	14
SK	77	16	18
YN	58	20	12

DOT STRUCTURE

(STEP 6)

SUMMARY LISTING OF OCCUPATIONAL CATEGORIES, DIVISIONS, AND GROUPS

OCCUPATIONAL CATEGORIES

0/1 Professional, technical, and managerial occupations
2 Clerical and sales occupations
3 Service occupations
4 Agricultural, fishery, forestry, and related occupations
5 Processing occupations
6 Machine trades occupations
7 Benchwork occupations
8 Structural work occupations
9 Miscellaneous occupations

TWO-DIGIT OCCUPATIONAL DIVISIONS

PROFESSIONAL, TECHNICAL, AND MANAGERIAL OCCUPATIONS

00/01 Occupations in architecture, engineering, and surveying
02 Occupations in mathematics and physical sciences
04 Occupations in life sciences
05 Occupations in social sciences
07 Occupations in medicine and health
09 Occupations in education
10 Occupations in museum, library, and archival sciences
11 Occupations in law and jurisprudence
12 Occupations in religion and theology
13 Occupations in writing
14 Occupations in art
15 Occupations in entertainment and recreation
16 Occupations in administrative specializations
18 Managers and officials, n.e.c.
19 Miscellaneous professional, technical, and managerial occupations

CLERICAL AND SALES OCCUPATIONS

20 Stenography, typing, filing, and related occupations
21 Computing and account-recording occupations
22 Production and stock clerks and related occupations
23 Information and message distribution occupations
24 Miscellaneous clerical occupations
25 Sales occupations, services
26 Sales occupations, consumable commodities
27 Sales occupations, commodities, n.e.c.
29 Miscellaneous sales occupations

SERVICE OCCUPATIONS

30 Domestic service occupations
31 Food and beverage preparation and service occupations
32 Lodging and related service occupations
33 Barbering, cosmetology, and related service occupations
34 Amusement and recreation service occupations
35 Miscellaneous personal service occupations
36 Apparel and furnishings service occupations
37 Protective service occupations
38 Building and related service occupations

AGRICULTURAL, FISHERY, FORESTRY, AND RELATED OCCUPATIONS

40 Plant farming occupations
41 Animal farming occupations
42 Miscellaneous agricultural and related occupations
44 Fishery and related occupations
45 Forestry occupations
46 Hunting, trapping, and related occupations

PROCESSING OCCUPATIONS

50 Occupations in processing of metal
51 Ore refining and foundry occupations
52 Occupations in processing of food, tobacco, and related products
53 Occupations in processing of paper and related materials
54 Occupations in processing of petroleum, coal, natural and manufactured gas, and related products
55 Occupations in processing of chemicals, plastics, synthetics, rubber, paint, and related products
56 Occupations in processing of wood and wood products
57 Occupations in processing of stone, clay, glass, and related products
58 Occupations in processing of leather, textiles, and related products
59 Processing occupations, n.e.c.

MACHINE TRADES OCCUPATIONS

60 Metal machining occupations
61 Metalworking occupations, n.e.c.
62/63 Mechanics and machinery repairers
64 Paperworking occupations
65 Printing occupations
66 Wood machining occupations
67 Occupations in machining stone, clay, glass, and related materials
68 Textile occupations
69 Machine trades occupations, n.e.c.

BENCHWORK OCCUPATIONS

70 Occupations in fabrication, assembly, and repair of metal products, n.e.c.
71 Occupations in fabrication and repair of scientific, medical, photographic, optical, horological, and related products
72 Occupations in assembly and repair of electrical equipment
73 Occupations in fabrication and repair of products made from assorted materials
74 Painting, decorating, and related occupations
75 Occupations in fabrication and repair of plastics, synthetics, rubber, and related products
76 Occupations in fabrication and repair of wood products
77 Occupations in fabrication and repair of sand, stone, clay, and glass products
78 Occupations in fabrication and repair of textile, leather, and related products
79 Bench work occupations, n.e.c.

STRUCTURAL WORK OCCUPATIONS

80 Occupations in metal fabricating, n.e.c.
81 Welders, cutters, and related occupations
82 Electrical assembling, installing, and repairing occupations
84 Painting, plastering, waterproofing, cementing, and related occupations
85 Excavating, grading, paving, and related occupations
86 Construction occupations, n.e.c.
89 Structural work occupations, n.e.c.

MISCELLANEOUS OCCUPATIONS

90 Motor freight occupations
91 Transportation occupations, n.e.c.
92 Packaging and materials handling occupations
93 Occupations in extraction of minerals
95 Occupations in production and distribution of utilities
96 Amusement, recreation, motion picture, radio and television occupations, n.e.c.
97 Occupations in graphic art work

THREE-DIGIT OCCUPATIONAL GROUPS

PROFESSIONAL, TECHNICAL, AND MANAGERIAL OCCUPATIONS

00/01 Occupations in architecture, engineering, and surveying
001 Architectural occupations
002 Aeronautical engineering occupations
003 Electrical/electronics engineering occupations
005 Civil engineering occupations
006 Ceramic engineering occupations
007 Mechanical engineering occupations
008 Chemical engineering occupations
010 Mining and petroleum engineering occupations
011 Metallurgy and metallurgical engineering occupations
012 Industrial engineering occupations
013 Agricultural engineering occupations
014 Marine engineering occupations
015 Nuclear engineering occupations
017 Drafters, n.e.c.
018 Surveying/cartographic occupations
019 Occupations in architecture, engineering, and surveying, n.e.c.

02 Occupations in mathematics and physical sciences
020 Occupations in mathematics
021 Occupations in astronomy
022 Occupations in chemistry
023 Occupations in physics
024 Occupations in geology
025 Occupations in meteorology
029 Occupations in mathematics and physical sciences, n.e.c.

04 Occupations in life sciences
040 Occupations in agricultural sciences
041 Occupations in biological sciences
045 Occupations in psychology
049 Occupations in life sciences, n.e.c.

05 Occupations in social sciences
050 Occupations in economics
051 Occupations in political science
052 Occupations in history
054 Occupations in sociology
055 Occupations in anthropology
059 Occupations in social sciences, n.e.c.

07 Occupations in medicine and health
070 Physicians and surgeons
071 Osteopaths
072 Dentists
073 Veterinarians
074 Pharmacists
075 Registered nurses
076 Therapists
077 Dietitians
078 Occupations in medical and dental technology
079 Occupations in medicine and health, n.e.c.

09 Occupations in education
090 Occupations in college and university education
091 Occupations in secondary school education
092 Occupations in preschool, primary school, and kindergarten education
094 Occupations in education of the handicapped
096 Home economists and farm advisers
097 Occupations in vocational education, n.e.c.
099 Occupations in education, n.e.c.

10 Occupations in museum, library, and archival sciences
100 Librarians
101 Archivists
102 Museum curators and related occupations
109 Occupations in museum, library, and archival sciences, n.e.c.

11 Occupations in law and jurisprudence
110 Lawyers
111 Judges
119 Occupations in law and jurisprudence, n.e.c.

12 Occupations in religion and theology
120 Clergy
129 Occupations in religion and theology, n.e.c.

13 Occupations in writing
131 Writers
132 Editors: publication, broadcast, and script
137 Interpreters and translators
139 Occupations in writing, n.e.c.

14 Occupations in art
141 Commercial artists: designers and illustrators, graphic arts
142 Environmental, product, and related designers
143 Occupations in photography
144 Fine artists: painters, sculptors, and related occupations
149 Occupations in art, n.e.c.

15 Occupations in entertainment and recreation
150 Occupations in dramatics
151 Occupations in dancing
152 Occupations in music
153 Occupations in athletics and sports
159 Occupations in entertainment and recreation, n.e.c.

16 Occupations in administrative specializations
160 Accountants and auditors
161 Budget and management systems analysts occupations
162 Purchasing management occupations
163 Sales and distribution management occupations
164 Advertising management occupations
165 Public relations management occupations
166 Personnel administration occupations
168 Inspectors and investigators, managerial and public service
169 Occupations in administrative specializations, n.e.c.

18 Managers and officials, n.e.c.
180 Agriculture, forestry, and fishing industry managers and officials
181 Mining industry managers and officials
182 Construction industry managers and officials
183 Manufacturing industry managers and officials
184 Transportation, communication, and utilities industry managers and officials
185 Wholesale and retail trade managers and officials
186 Finance, insurance, and real estate managers and officials
187 Service industry managers and officials
188 Public administration managers and officials
189 Miscellaneous managers and officials, n.e.c.

19 Miscellaneous professional, technical, and managerial occupations
191 Agents and appraisers, n.e.c.
193 Radio operators
194 Sound, film, and videotape recording, and reproduction occupations
195 Occupations in social and welfare work
196 Airplane pilots and navigators
197 Ship captains, mates, pilots, and engineers
198 Railroad conductors
199 Miscellaneous professional, technical, and managerial occupations, n.e.c.

CLERICAL AND SALES OCCUPATIONS

20 Stenography, typing, filing, and related occupations
201 Secretaries
202 Stenographers
203 Typists and typewriting-machine operators
205 Interviewing clerks
206 File clerks
207 Duplicating-machine operators and tenders
208 Mailing and miscellaneous office machine operators
209 Stenography, typing, filing, and related occupations, n.e.c.

21 Computing and account-recording occupations
210 Bookkeepers and bookkeeping-machine operators
211 Cashiers and tellers
213 Electronic and electromechanical data processors
214 Billing and rate clerks
215 Payroll, timekeeping, and duty-roster clerks
216 Accounting and statistical clerks
217 Account-recording-machine operators, n.e.c.
219 Computing and account-recording occupations, n.e.c.

22 Production and stock clerks and related occupations
221 Production clerks
222 Shipping, receiving, stock, and related clerical occupations
229 Production and stock clerks and related occupations, n.e.c.

23 Information and message distribution occupations
230 Hand delivery and distribution occupations
235 Telephone operators
236 Telegraph operators
237 Information and reception clerks
238 Accommodation clerks and gate and ticket agents
239 Information and message distribution occupations, n.e.c.

24 Miscellaneous clerical occupations
241 Investigators, adjusters, and related occupations
243 Government service clerks, n.e.c.
245 Medical service clerks, n.e.c.
247 Advertising-service clerks, n.e.c.
248 Transportation-service clerks, n.e.c.
249 Miscellaneous clerical occupations, n.e.c.

25 Sales occupations, services
250 Sales occupations, real estate and insurance
251 Sales occupations, business and financial services
252 Sales occupations, transportation services
253 Sales occupations, utilities
254 Sales occupations, printing and advertising
259 Sales occupations, services, n.e.c.

26 Sales occupations, consumable commodities
260 Sales occupations, agricultural and food products
261 Sales occupations, textile products, apparel, and notions
262 Sales occupations, chemicals, drugs, and sundries
269 Sales occupations, miscellaneous consumable commodities, n.e.c.

27 Sales occupations, commodities, n.e.c.
270 Sales occupations, home furniture, furnishings, and appliances
271 Sales occupations, electrical goods, except home appliances
272 Sales occupations, farm and gardening equipment and supplies
273 Sales occupations, transportation equipment, parts, and supplies
274 Sales occupations, industrial and related equipment and supplies
275 Sales occupations, business and commercial equipment and supplies
276 Sales occupations, medical and scientific equipment and supplies
277 Sales occupations, sporting, hobby, stationery, and related goods
279 Sales occupations, miscellaneous commodities, n.e.c.

29 Miscellaneous sales occupations
290 Sales clerks
291 Vending and door to door selling occupations
292 Route sales and delivery occupations
293 Solicitors
294 Auctioneers
295 Rental clerks
296 Shoppers
297 Sales promotion occupations
298 Merchandise displayers

299 Miscellaneous sales occupations, n.e.c.

SERVICE OCCUPATIONS

30 Domestic service occupations
301 Household and related work
302 Launderers, private family
305 Cooks, domestic
309 Domestic service occupations, n.e.c.

31 Food and beverage preparation and service occupations
310 Hosts/hostesses and stewards/stewardesses, food and beverage service, except ship stewards/stewardesses
311 Waiters/waitresses, and related food service occupations
312 Bartenders
313 Chefs and cooks, hotels and restaurants
315 Miscellaneous cooks, except domestic
316 Meatcutters, except in slaughtering and packing houses
317 Miscellaneous food and beverage preparation occupations
318 Kitchen workers, n.e.c.
319 Food and beverage preparation and service occupations, n.e.c.

32 Lodging and related service occupations
320 Boarding-house and lodging-house keepers
321 Housekeepers, hotels and institutions
323 Housecleaners, hotels, restaurants, and related establishments
324 Bellhops and related occupations
329 Lodging and related service occupations, n.e.c.

33 Barbering, cosmetology, and related service occupations
330 Barbers
331 Manicurists
332 Hairdressers and cosmetologists
333 Make-up occupations
334 Masseurs and related occupations
335 Bath attendants
338 Embalmers and related occupations
339 Barbering, cosmetology, and related service occupations, n.e.c.

34 Amusement and recreation service occupations
340 Attendants, bowling alley and billiard parlor
341 Attendants, golf course, tennis court, skating rink, and related facilities
342 Amusement device and concession attendants
343 Gambling hall attendants
344 Ushers
346 Wardrobe and dressing-room attendants
349 Amusement and recreation service occupations, n.e.c.

35 Miscellaneous personal service occupations
350 Ship stewards/stewardesses and related occupations
351 Train attendants
352 Hosts/hostesses and stewards/stewardesses, n.e.c.
353 Guides
354 Unlicensed birth attendants and practical nurses
355 Attendants, hospitals, morgues, and related health services
357 Baggage handlers
358 Checkroom, locker room, and restroom attendants
359 Miscellaneous personal service occupations, n.e.c.

36 Apparel and furnishings service occupations
361 Laundering occupations
362 Dry cleaning occupations
363 Pressing occupations
364 Dyeing and related occupations
365 Shoe and luggage repairer and related occupations
366 Boothblacks and related occupations
369 Apparel and furnishings service occupations, n.e.c.

37 Protective service occupations
371 Crossing tenders and bridge operators
372 Security guards and correction officers, except crossing tenders
373 Fire fighters, fire department
375 Police officers and detectives, public service
376 Police officers and detectives, except in public service
377 Sheriffs and bailiffs
378 Armed forces enlisted personnel
379 Protective service occupations, n.e.c.

38 Building and related service occupations
381 Porters and cleaners
382 Janitors
383 Building pest control service occupations
388 Elevator operators
389 Building and related service occupations, n.e.c.

AGRICULTURAL, FISHERY, FORESTRY, AND RELATED OCCUPATIONS

40 Plant farming occupations
401 Grain farming occupations
402 Vegetable farming occupations
403 Fruit and nut farming occupations
404 Field crop farming occupations, n.e.c.
405 Horticultural specialty occupations
406 Gardening and groundskeeping occupations
407 Diversified crop farming occupations
408 Plant life and related service occupations
409 Plant farming and related occupations, n.e.c.

41 Animal farming occupations
410 Domestic animal farming occupations
411 Domestic fowl farming occupations
412 Game farming occupations
413 Lower animal farming occupations
418 Animal service occupations
419 Animal farming occupations, n.e.c.

42 Miscellaneous agricultural and related occupations
421 General farming occupations
429 Miscellaneous agricultural and related occupations, n.e.c.

44 Fishery and related occupations
441 Net, seine, and trap fishers
442 Line fishers
443 Fishers, miscellaneous equipment
446 Aquatic life cultivation and related occupations
447 Sponge and seaweed gatherers
449 Fishery and related occupations, n.e.c.

45 Forestry occupations
451 Tree farming and related occupations
452 Forest conservation occupations
453 Occupations in harvesting forest products, except logging
454 Logging and related occupations
455 Log grading, scaling, sorting, rafting, and related occupations
459 Forestry occupations, n.e.c.

46 Hunting, trapping, and related occupations
461 Hunting and trapping occupations

PROCESSING OCCUPATIONS

50 Occupations in processing of metal
500 Electroplating occupations
501 Dip plating occupations
502 Melting, pouring, casting, and related occupations
503 Pickling, cleaning, degreasing, and related occupations
504 Heat-treating occupations
505 Metal spraying, coating, and related occupations
509 Occupations in processing of metal, n.e.c.

51 Ore refining and foundry occupations
510 Mixing and related occupations
511 Separating, filtering, and related occupations
512 Melting occupations
513 Roasting occupations
514 Pouring and casting occupations
515 Crushing and grinding occupations
518 Molders, coremakers, and related occupations
519 Ore refining and foundry occupations, n.e.c.

52 Occupations in processing of food, tobacco, and related products
520 Mixing, compounding, blending, kneading, shaping, and related occupations
521 Separating, crushing, milling, chopping, grinding, and related occupations
522 Culturing, melting, fermenting, distilling, saturating, pickling, aging, and related occupations
523 Heating, rendering, melting, drying, cooling, freezing, and related occupations
524 Coating, icing, decorating, and related occupations
525 Slaughtering, breaking, curing, and related occupations
526 Cooking and baking occupations, n.e.c.
529 Occupations in processing of food, tobacco, and related products, n.e.c.

53 Occupations in processing of paper and related materials
530 Grinding, beating, and mixing occupations
532 Cooking and drying occupations
533 Cooling, bleaching, screening, washing, and related occupations
534 Calendering, sizing, coating, and related occupations
535 Forming occupations, n.e.c.
539 Occupations in processing of paper and related materials, n.e.c.

54 Occupations in processing of petroleum, coal, natural and manufactured gas, and related products
540 Mixing and blending occupations
541 Filtering, straining, and separating occupations
542 Distilling, subliming, and carbonizing occupations
543 Drying, heating, and melting occupations
544 Grinding and crushing occupations
546 Reacting occupations, n.e.c.
549 Occupations in processing of petroleum, coal, natural and manufactured gas, and related products, n.e.c.

55 Occupations in processing of chemicals, plastics, synthetics, rubber, paint, and related products
550 Mixing and blending occupations
551 Filtering, straining, and separating occupations
552 Distilling occupations
553 Heating, baking, drying, seasoning, melting, and heat-treating occupations
554 Coating, calendering, laminating, and finishing occupations
555 Grinding and crushing occupations
556 Casting and molding occupations, n.e.c.
557 Extruding occupations
558 Reacting occupations, n.e.c.
559 Occupations in processing of chemicals, plastics, synthetics, rubber, paint, and related products, n.e.c.

56 Occupations in processing of wood and wood products
560 Mixing and related occupations
561 Wood preserving and related occupations
562 Saturating, coating, and related occupations, n.e.c.
563 Drying, seasoning, and related occupations
564 Grinding and chopping occupations, n.e.c.
569 Occupations in processing of wood and wood products, n.e.c.

57 Occupations in processing of stone, clay, glass, and related products
570 Crushing, grinding, and mixing occupations
571 Separating occupations
572 Melting occupations
573 Baking, drying, and heat-treating occupations
574 Impregnating, coating, and glazing occupations
575 Forming occupations
579 Occupations in processing of stone, clay, glass, and related products, n.e.c.

58 Occupations in processing of leather, textiles, and related products
580 Shaping, blocking, stretching, and tentering occupations
581 Separating, filtering, and drying occupations
582 Washing, steaming, and saturating occupations
583 Ironing, pressing, glazing, staking, calendering, and embossing occupations
584 Mercerizing, coating, and laminating occupations
585 Singeing, cutting, shearing, shaving, and napping occupations
586 Felting and fulling occupations
587 Brushing and shrinking occupations
589 Occupations in processing of leather, textiles, and related products, n.e.c.

59 Processing occupations, n.e.c.
590 Occupations in processing products from assorted materials
599 Miscellaneous processing occupations, n.e.c.

MACHINE TRADES OCCUPATIONS

60 Metal machining occupations
600 Machinists and related occupations
601 Toolmakers and related occupations
602 Gear machining occupations
603 Abrading occupations
604 Turning occupations
605 Milling, shaping, and planing occupations
606 Boring occupations
607 Sawing occupations
609 Metal machining occupations, n.e.c.

61 Metalworking occupations, n.e.c.
610 Hammer forging occupations
611 Press forging occupations
612 Forging occupations, n.e.c.
613 Sheet and bar rolling occupations
614 Extruding and drawing occupations
615 Punching and shearing occupations
616 Fabricating machine occupations
617 Forming occupations, n.e.c.
619 Miscellaneous metalworking occupations, n.e.c.

62/63 Mechanics and machinery repairers
620 Motorized vehicle and engineering equipment mechanics and repairers
621 Aircraft mechanics and repairers
622 Rail equipment mechanics and repairers
623 Marine mechanics and repairers
624 Farm mechanics and repairers
625 Engine, power transmission, and related mechanics
626 Metalworking machinery mechanics
627 Printing and publishing mechanics and repairers
628 Textile machinery and equipment mechanics and repairers
629 Special industry machinery mechanics
630 General industry mechanics and repairers
631 Powerplant mechanics and repairers
632 Ordnance and accessories mechanics and repairers
633 Business and commercial machine repairers
637 Utilities service mechanics and repairers
638 Miscellaneous occupations in machine installation and repair
639 Mechanics and machinery repairers, n.e.c.

64 Paperworking occupations
640 Paper cutting, winding, and related occupations
641 Folding, creasing, scoring, and gluing occupations
649 Paperworking occupations, n.e.c.

65 Printing occupations
650 Typesetters and composers
651 Printing press occupations
652 Printing machine occupations
653 Bookbinding-machine operators and related occupations
654 Typecasters and related occupations

659 Printing occupations, n.e.c.

66 Wood machining occupations
660 Cabinetmakers
661 Patternmakers
662 Sanding occupations
663 Shearing and shaving occupations
664 Turning occupations
665 Milling and planing occupations
666 Boring occupations
667 Sawing occupations
669 Wood machining occupations, n.e.c.

67 Occupations in machining stone, clay, glass, and related materials
670 Stonecutters and related occupations
673 Abrading occupations
674 Turning occupations
675 Planing and shaping occupations, n.e.c.
676 Boring and punching occupations
677 Chipping, cutting, sawing, and related occupations
679 Occupations in machining stone, clay, glass, and related materials, n.e.c.

68 Textile occupations
680 Carding, combing, drawing, and related occupations
681 Twisting, beaming, warping, and related occupations
682 Spinning occupations
683 Weavers and related occupations
684 Hosiery knitting occupations
685 Knitting occupations, except hosiery
686 Punching, cutting, forming, and related occupations
687 Tufting occupations
689 Textile occupations, n.e.c.

69 Machine trades occupations, n.e.c.
690 Plastics, synthetics, rubber, and leather working occupations
691 Occupations in fabrication of insulated wire and cable
692 Occupations in fabrication of products from assorted materials
693 Modelmakers, patternmakers, and related occupations
694 Occupations in fabrication of ordnance, ammunition, and related products, n.e.c.
699 Miscellaneous machine trades occupations, n.e.c.

BENCHWORK OCCUPATIONS

70 Occupations in fabrication, assembly, and repair of metal products, n.e.c.
700 Occupations in fabrication, assembly, and repair of jewelry, silverware, and related products
701 Occupations in fabrication, assembly, and repair of tools, and related products
703 Occupations in assembly and repair of sheetmetal products, n.e.c.
704 Engravers, etchers, and related occupations
705 Filing, grinding, buffing, cleaning, and polishing occupations, n.e.c.
706 Metal unit assemblers and adjusters, n.e.c.
709 Miscellaneous occupations in fabrication, assembly, and repair of metal products, n.e.c.

71 Occupations in fabrication and repair of scientific, medical, photographic, optical, horological, and related products
710 Occupations in fabrication and repair of instruments for measuring, controlling, and indicating physical characteristics
711 Occupations in fabrication and repair of optical instruments
712 Occupations in fabrication and repair of surgical, medical, and dental instruments and supplies
713 Occupations in fabrication and repair of ophthalmic goods
714 Occupations in fabrication and repair of photographic equipment and supplies
715 Occupations in fabrication and repair of watches, clocks, and parts
716 Occupations in fabrication and repair of engineering and scientific instruments and equipment, n.e.c.

719 Occupations in fabrication and repair of scientific and medical apparatus, photographic and optical goods, horological, and related products, n.e.c.

72 Occupations in assembly and repair of electrical equipment
720 Occupations in assembly and repair of radio and television receiving sets and phonographs
721 Occupations in assembly and repair of motors, generators, and related products
722 Occupations in assembly and repair of communications equipment
723 Occupations in assembly and repair of electrical appliances and fixtures
724 Occupations in winding and assembling coils, magnets, armatures, and related products
725 Occupations in assembly of light bulbs and electronic tubes
726 Occupations in assembly and repair of electronic components and accessories, n.e.c.
727 Occupations in assembly of storage batteries
728 Occupations in fabrication of electrical wire and cable
729 Occupations in assembly and repair of electrical equipment, n.e.c.

73 Occupations in fabrication and repair of products made from assorted materials
730 Occupations in fabrication and repair of musical instruments and parts
731 Occupations in fabrication and repair of games and toys
732 Occupations in fabrication and repair of sporting goods
733 Occupations in fabrication and repair of pens, pencils, and office and artists' materials, n.e.c.
734 Occupations in fabrication and repair of notions
735 Occupations in fabrication and repair of jewelry, n.e.c.
736 Occupations in fabrication and repair of ordnance and accessories
737 Occupations in fabrication of ammunition, fireworks, explosives, and related products
739 Occupations in fabrication and repair of products made from assorted materials, n.e.c.

74 Painting, decorating, and related occupations
740 Painters, brush
741 Painters, spray
742 Staining, waxing, and related occupations
749 Painting, decorating, and related occupations, n.e.c.

75 Occupations in fabrication and repair of plastics, synthetics, rubber, and related products
750 Occupations in fabrication and repair of tires, tubes, tire treads, and related products
751 Laying out and cutting occupations, n.e.c.
752 Fitting, shaping, cementing, finishing, and related occupations, n.e.c.
753 Occupations in fabrication and repair of rubber and plastic footwear
754 Occupations in fabrication and repair of miscellaneous plastics products
759 Occupations in fabrication and repair of plastics, synthetics, rubber, and related products, n.e.c.

76 Occupations in fabrication and repair of wood products
760 Bench carpenters and related occupations
761 Occupations in laying out, cutting, carving, shaping, and sanding wood products, n.e.c.
762 Occupations in assembling wood products, n.e.c.
763 Occupations in fabrication and repair of furniture, n.e.c.
764 Cooperage occupations
769 Occupations in fabrication and repair of wood products, n.e.c.

77 Occupations in fabrication and repair of sand, stone, clay, and glass products
770 Occupations in fabrication and repair of jewelry, ornaments, and related products
771 Stone cutters and carvers
772 Glass blowing, pressing, shaping, and related occupations, n.e.c.
773 Occupations in coloring and decorating brick, tile, and related products

774 Occupations in fabrication and repair of pottery and porcelain ware
775 Grinding, filing, polishing, frosting, etching, cleaning, and related occupations, n.e.c.
776 Occupations in fabrication and repair of asbestos and polishing products, abrasives, and related materials
777 Modelmakers, patternmakers, moldmakers, and related occupations
779 Occupations in fabrication and repair of sand, stone, clay, and glass products, n.e.c.

78 **Occupations in fabrication and repair of textile, leather, and related products**
780 Occupations in upholstering and in fabrication and repair of stuffed furniture, mattresses, and related products
781 Laying out, marking, cutting, and punching occupations, n.e.c.
782 Hand sewers, menders, embroiders, knitters, and related occupations, n.e.c.
783 Fur and leather working occupations
784 Occupations in fabrication and repair of hats, caps, gloves, and related products
785 Tailors and dressmakers
786 Sewing machine operators, garment
787 Sewing machine operators, nongarment
788 Occupations in fabrication and repair of footwear
789 Occupations in fabrication and repair of textile, leather, and related products, n.e.c.

79 **Bench work occupations, n.e.c.**
790 Occupations in preparation of food, tobacco, and related products, n.e.c.
794 Occupations in fabrication of paper products, n.e.c.
795 Gluing occupations, n.e.c.

STRUCTURAL WORK OCCUPATIONS

80 **Occupations in metal fabricating, n.e.c.**
800 Riveters, n.e.c.
801 Fitting, bolting, screwing, and related occupations
804 Tinsmiths, coppersmiths, and sheet metal workers
805 Boilermakers
806 Transportation equipment assemblers and related occupations
807 Body workers, transportation equipment
809 Miscellaneous occupations in metal fabricating, n.e.c.

81 **Welders, cutters, and related occupations**
810 Arc welders and cutters
811 Gas welders
812 Resistance welders
813 Brazing, braze-welding, and soldering occupations
814 Solid state welders
815 Electron-beam; electroslag; thermit; induction; and laser-beam welders
816 Thermal cutters and arc cutters
819 Welders, cutters, and related occupations, n.e.c.

82 **Electrical assembling, installing, and repairing occupations**
820 Occupations in assembly, installation, and repair of generators, motors, accessories, and related powerplant equipment
821 Occupations in assembly, installation, and repair of transmission and distribution lines and circuits
822 Occupations in assembly, installation, and repair of wire communication, detection and signaling equipment
823 Occupations in assembly, installation, and repair of electronic communicating, detection, and signaling equipment
824 Occupations in assembly, installation, and repair of lighting equipment and building wiring, n.e.c.
825 Occupations in assembly, installation, and repair of transportation and materials handling equipment, n.e.c.
826 Occupations in assembly, installation, and repair of industrial apparatus, n.e.c.
827 Occupations in assembly, installation, and repair of large household appliances and similar commercial and industrial equipment
828 Occupations in fabrication, installation, and repair of electrical and electronics products, n.e.c.
829 Occupations in installation and repair of electrical products, n.e.c.

84 **Painting, plastering, waterproofing, cementing, and related occupations**
840 Construction and maintenance painters and related occupations
841 Paperhangers
842 Plasterers and related occupations
843 Waterproofing and related occupations
844 Cement and concrete finishing and related occupations
845 Transportation equipment painters and related occupations
849 Painting, plastering, waterproofing, cementing, and related occupations, n.e.c.

85 **Excavating, grading, paving, and related occupations**
850 Excavating, grading, and related occupations
851 Drainage and related occupations
853 Paving occupations, asphalt and concrete
859 Excavating, grading, paving, and related occupations, n.e.c.

86 **Construction occupations, n.e.c.**
860 Carpenters and related occupations
861 Brick and stone masons and tile setters
862 Plumbers, gas fitters, steam fitters, and related occupations
863 Asbestos and insulation workers
864 Floor laying and finishing occupations
865 Glaziers and related occupations
866 Roofers and related occupations
869 Miscellaneous construction occupations, n.e.c.

89 **Structural work occupations, n.e.c.**
891 Occupations in structural maintenance, n.e.c.
899 Miscellaneous structural work occupations, n.e.c.

MISCELLANEOUS OCCUPATIONS

90 **Motor freight occupations**
900 Concrete-mixing-truck drivers
902 Dump-truck drivers
903 Truck drivers, inflammables
904 Trailer-truck drivers
905 Truck drivers, heavy
906 Truck drivers, light
909 Motor freight occupations, n.e.c.

91 **Transportation occupations, n.e.c.**
910 Railroad transportation occupations
911 Water transportation occupations
912 Air transportation occupations
913 Passenger transportation occupations, n.e.c.
914 Pumping and pipeline transportation occupations
915 Attendants and servicers, parking lots and automotive service facilities
919 Miscellaneous transportation occupations, n.e.c.

92 **Packaging and materials handling occupations**
920 Packaging occupations
921 Hoisting and conveying occupations
922 Occupations in moving and storing materials and products, n.e.c.
929 Packaging and materials handling occupations, n.e.c.

93 **Occupations in extraction of minerals**
930 Earth boring, drilling, cutting, and related occupations
931 Blasting occupations
932 Loading and conveying operations
933 Crushing occupations
934 Screening and related occupations
939 Occupations in extraction of minerals, n.e.c.

95 **Occupations in production and distribution of utilities**
950 Stationary engineers
951 Firers and related occupations
952 Occupations in generation, transmission, and distribution of electric light and power
953 Occupations in production and distribution of gas
954 Occupations in filtration, purification, and distribution of water
955 Occupations in disposal of refuse and sewage
956 Occupations in distribution of steam
959 Occupations in production and distribution of utilities, n.e.c.

96 **Amusement, recreation, motion picture, radio and television occupations, n.e.c.**
960 Motion picture projectionists
961 Models, stand-ins, and extras, n.e.c.
962 Occupations in motion picture, television, and theatrical productions, n.e.c.
969 Miscellaneous amusement and recreation occupations, n.e.c.

97 **Occupations in graphic art work**
970 Art work occupations, brush, spray, or pen
971 Photoengraving occupations
972 Lithographers and related occupations
973 Hand compositors, typesetters, and related occupations
974 Electrotypers, stereotypers, and related occupations
976 Darkroom occupations, n.e.c.
977 Bookbinders and related occupations
979 Occupations in graphic art work, n.e.c.

DOT - NAVY RATING
CROSS REFERENCE

(STEP 6)

```
001 DM  EA
002 AM
003 ST  OT  AE* AQ  AS  AT* AX  CE  CTM DS
    EM* ET* EW  FT* GM  GS  IC  TD  TM
005 DM  EA
011 AM  HT*
012 DP  PN
014 DM  EA
017 DM  EA
018 DM  EA  IS
019 ST  EM* PH  OM  AM  AQ  AS  AT* AX  CTM
    DM  DP  DS  EA  ET* EW  FT* HT* IS  PN
    TD
020 AG  DP  DS
021 AG  QM
022 PN  HM  PN
025 AG  OT  QM
029 AB  AD  AG  BT  DP  DS  EA  HM  IS  OT
    QM
041 HM
045 NC  PN
049 DT  HM  NC  PN
059 IS
074 HM
075 DM  HM
076 HM
078 DT  HM
079 DT  HM
097 TD
099 TD
119 LN  YN*
120 RP
129 RP
130 JO  PH
131 JO  PH
132 JO
137 CTI
139 CTI JO  PH
141 DM
143 IC  JO  PH
149 HM  PH  TD
152 MU
159 JO  MU
160 BU  SH  AK  DK  SK*
166 NC  PN
168 BT  BU  CE  CM  EA  EN* HM  HT* SW  UT
169 LN  RP  AK  AZ  CTA DK  NC  PN  SK* YN*
182 CM  HT* BU  CE  EA  EO  SW  UT
183 HT* ML  PM
184 CTA CTI CTO CTR CTT IC  UT  BM  JO  QM
    RM  SK* SM  YN*
185 AK  MS* SH  SK*
187 MS* SH
189 BM  BU  EA  JO  MS* QM  RM  SH  SK* SM
    YN*
193 AC  AU  CTO CTR CTT EW  OS  OT  RM  ST
194 JO  PH  TD
195 HM  NC  PN
197 BM  BT  EN* QM
199 HT* AC  AM  BM  BT  EN* EW  HM  OS  OT
    PH  QM  RM  ST  TD
201 LN  CTA PN  YN*
202 LN  CTA PN  YN*
203 LN  CTA CTO CTR CTT DP  PN  RM  SK* YN*
205 CTA NC  PN
206 AK  DP  DP  PN  SK* YN*
207 CTA DP  PN  YN*
208 PN  CTA CTO LN  LN  PC  YN*
209 AK  AZ  DK  DP  LN  PC  PN  RM  SH  SK*
    YN*
210 AK  AZ  DK  DP  PC  SH  SK*
211 AK  DK  PC  SH  SK*
213 AG  CTO CTT DP  IS  OS  OT  YN*
214 AK  DK  PC  SK* YN*
215 DK  SH  SK* YN*
216 AK  AZ  DK  DP  SH  SK* YN*
217 AK  AZ  DK  PC  SK* YN*
219 AG  AK  AZ  DK  DP  OS  PC  SH  SK* YN*
221 AK  AZ  DK  PC  SH  SK*
222 AK  AO  GM  PC  SH  SK*
223 AK  SK*
229 AK  AZ  DK  PC  SH  SK*
230 PC
231 PC
232 PC
233 PC
234 PC
235 IC  OS
236 CTT CTO CTR RM
237 LN  CTA AZ  PN  YN*
238 PN  SK* YN*
239 CTO CTR CTT DT  HM  IC  OS  PC  PN  RM
    SK* YN*
241 AK  DK  DT  HM  SH  SK*
243 PC
245 DT  HM  PN  SH
248 AC  AK
249 AC  AK  CTA DK  DT  HM  IS  MS* PC  PN
    SH  SK* YN*
259 SH
260 SH
261 SH
262 SH
269 SH
270 SH
271 SH
272 SH
273 SH
274 SH
275 SH
276 DT  HM  SH
277 SH
279 AK  SK* SH
290 AK  SK* SH
291 SH
292 SH
293 SH
294 SH
295 SH
296 SH
297 SH
298 AK  SK* SH
299 DK  PC  SK* HM  MS* SH
301 MS* SH
302 SH
305 MS*
309 MS* SH
310 MS*
311 MS*
312 MS*
313 MS*
315 HM  MS*
316 MS*
317 MS*
318 MS*
319 MS*
320 MS* SH
321 SH  SK*
329 SH  SK*
330 SH
332 SH
338 HM
339 HM  SH
354 HM
355 HM
359 DT  HM
361 SH
362 SH
363 SH
369 SH
372 MA
373 AB  BT  HT* HM* UT
375 MA
376 MA
377 MA
378 ALL
379 AB  BT  HT* MA  MM* UT
389 NONE
502 HT* ML  MR* PM
503 NONE
504 AM  HT* SW
505 AM  HT* ML
509 AM  HT* ML  MR* PM  SW
511 AM  ML
512 ML
514 ML
515 EO
518 ML  PM
519 AM  EO  ML  PM
520 MS*
521 MS*
522 MS*
523 MS*
524 MS*
525 CTI MS*
526 MS*
529 MS*
540 BT  MM* UT
541 BT  MM* UT
542 BT  MM* UT
543 BT  MM* UT
544 EO  OM
546 BT  MM* UT
549 EO  MM* UT
550 BU  UT
551 BU  UT
552 AM  MM* PR
553 BU  TD  UT
554 BU  UT
555 EO
```

```
556 ML
559 AM  BU  EO  ML  MM* PM  PR
    UT
560 BU  HT* PM
561 BU  HT* PM
562 BU  HT* PM
563 BU  HT* PM
564 BU  HT* PM
569 BU  HT* PM
570 BU  EO  HT*
571 BU  HT*
572 BU  HT*
573 BU  HT*
574 BU  HT*
575 BU  HT*
579 BU  EO  HT*
600 AD  AM  EM* IM* MM* MR* PM
601 BT  BU  MM  IM* ML  MM* MR*
    PM  SW
602 CTA EN* MM* MR*
603 BU  MR*
604 MR*
605 BU  MR* PM
606 BU  MM* MR*
607 BU
609 AD  AM  BU  EM* EN* ML  MM*
    MR* PM
610 ML  MR*
611 ML  MR* SW
612 ML  MR* SW
613 HT* ML  MR* SW
614 ML  SW
615 AM  HT* SW
616 AM  EA  HT* ML  MR* SW
617 ML
619 AM  BU  HT* JO  ML  MR* RM
    SW
620 AD  AS  CM  CM  EN* EQ  GS
    MM* SH  SK*
621 AD  AE* AM  AS  EN* FT* GM
    MM* TM
622 EN* MM*
623 BT  EN* GS  MM*
624 EN* MM*
625 AD  AS  CM  EN* GS  MM*
626 MM* MR*
627 LI  MM*
628 MM*
629 AD  AE* AM  AQ  AS  BT  CM
    EN* FT* LI  MM* MN  TM
630 BT  MM* UT
631 BT  CE  EM* EN* GS  GS  MM*
632 ST  AC  AO  AQ  AT* AW  AX
    CTM CTR CTT ET* EW  FT* GM
    GMT MN  RM  TM
633 DP  DS  IM* IS  PH
637 AM  EN* HT* MM* UT
638 AB  BT  EN* UT
639 AB  AM  GM  AD  AO  AQ  AS
    AT* AX  BT  CE  CM  CTM DP
    DS  EM* EN* ET* FT* GMT GS
    IS  MM* MN  OM  PR  QM  ST
    TM  UT
650 LI
651 LI
652 LI  YN*
653 LI
654 LI  YN*
659 CTO DP  LI  RM  YN*
660 BU  PM
661 BU  PM
662 BU
663 BU
664 BU  MR*
665 BU  MR* PM
666 BU
667 BU
669 BU  MR* PM
670 BU
673 BU
674 BU
675 BU  OM
676 BU
677 BU
679 BU  OM
689 BU  PR  SH
690 BU  DK  UT
691 ML  MR*
692 ML  MR*
693 ML  PM
694 AO  GM  GMT MN  TM
699 GM  AX  BU  HT* ML  MN  MR*
    PM  SH  SK* TM  UT
700 IM* MR*
701 IM* MR*
703 BU  HT* PM  SW
704 MR*
705 MM* MR*
706 IM*
709 BU  HT* IM* MM* MR* OM  PM
    SW
710 ET* IC  IM* MN  OM
711 IM* OM
712 DT  MM  IM*
713 DT  MM  IM*
714 OM  EM* IM* PM  TD
715 IM* OM
716 IM* OM
719 DT  EM* ET* IC  IM* OM  PM
    TD
720 ET* IC  OT  RM  ST  TD
721 AS  EM* IC
722 ST  AQ  AT* AX  CTM DS  ET*
    FT* TD
723 CE  EM* IC
724 CE  EM* IC
725 CE  EM* IC
726 ST  AQ  AT* AX  ET* FT* OS
    RM  TD
728 CE
729 AQ  AT* AX  CTM DS  EM* ET*
    FT* IC  IM* OT  RM  ST  TD
734 SH
735 IM*
736 AO  GM  GMT MN  TM
737 AO  GM  GMT MN  TM
739 AM  AC  AO  BM  GMT IM* MN
    PR  SH  TM
740 BU
741 BU
742 BU
749 BU
750 CM
752 AS  BU
754 BU
759 AS  BU
760 BU  PM
761 BU  PM
762 BU  PM
763 BU  PM
764 BU  PM
768
769 BU  PM
770 BU
771 BU
772 BU
773 BU
774 BU
775 BU
776 BU
777 ML
779 BU  ML  PM
780 PR
782 PR  SH
783 SH
784 SH
785 PR  SH
786 PR  SH
787 PR  SH
788 PR  SH
789 BM  PR  SH
790 MS*
799 MS*
800 AM  HT* SW
801 HT* SW
804 AM  HT* SW
805 BT  MM* UT
806 AM  HT* ML  SW
807 AM  CM
809 AM  BT  BU  CM  HT* ML  MM*
    SW  UT
810 AM  HT* ML  SW
811 AM  HT* ML  SW
812 AM  HT* ML  SW
813 AM  HT* ML  SW
814 AM  HT* ML  SW
815 AM  HT* ML  SW
816 AM  HT* ML  SW
819 AM  HT* ML  SW  UT
820 AD  BT  CE  EN* GS  MM* MR*
821 CE  EM* IC
822 AQ  AT* CE  CTM EM* ET* FT*
    IC  OT  RM
823 AG  AT* AX  CTM ET* IC  OT
    RM  ST
824 AE* CE  EM* IC
825 AS  AE* CE  CM  EM* IC
826 CE
827 CE  EM*
828 AS  AE* AQ  AT* AX  CE  CTM
    DS  EM* ET* EW  FT* GM  GMT
    GS  IC  MN  OT  RM  ST  TD
    TM
829 AS  AE* AQ  AT* AX  CE  CTM
    DS  EM* ET* EW  FT* GM  GMT
    GS  IC  MN  OT  RM  ST  TD
    TM
840 BU
841 BU
842 BU
843 BU
844 BM  BU  QM  SH
845 AB  AM  BM
849 ABM AM  BM  BU  PR
850 BU  EO  UT
851 BU  UT
853 BU  EO
859 BU  EO
860 BM  BU  EO  HT* PM
861 BU
862 BU  HT* UT
863 BU
864 BU
866 BU
869 AM  BM  BU  EA  EO  EQ  HT*
    PM  UT
891 BU  HT* UT
899 BM  BU  EO  HT* SW  UT
900 EO
902 EO
903 EO
904 EO
905 EO
906 AS  EO
909 AS  EO
910 EO
911 SM  BM  QM
912 SK* AK  AB  AS  BM  PR
914 AB  UT
915 CM
919 EO  AB  AS  BM  PR
920 AK  SK*
921 AB  BM  EO  SK*
922 AK  EO  SK*
929 AB  AK  BM  EO  SH  SK*
930 EO
931 MN
932 BM
933 EO
934 EO
939 EO  MN
950 BT  EN* MM* UT
951 AB  BT  HT* UT
952 AS  BT  CE  CM  EM* EN* EO
    ET* GS  IC  MM* SW  UT
953 UT
954 BT  EN* MM* UT
955 UT
956 BT  UT
959 AS  BT  CE  CM  EM* EN* EO
    ET* HM  IC  MM* SW  UT
960 EM* IC  JO  PH  TD
962 JO  PH
969 JO  PH  TD
970 PH
971 LI  PH
972 LI  PH
973 LI
974 LI
976 LI  PH
977 LI
979 LI  PH
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RATING
DESCRIPTIONS

(STEP 6)

AD AVIATION MACHINIST'S MATE E4-9

MAINTAIN AIRCRAFT ENGINES AND RELATED SYSTEMS INCLUDING, INDUCTION, COOLING, FUEL, OIL, COMPRESSION, COMBUSTION, TURBINE, GAS TURBINE COMPRESSOR, EXHAUSE, AND PROPELLER SYSTEMS; CONCUCT PERIODIC INSPECTIONS ON ENGINES; FIELD TEST AND ADJUST ENGINE COMPONTENTS INCLUDING FUEL DONTROLS, PUMPS, VALVES, AND REGULATORS; REMOVE REPAIR, AND REPLACE COMPRESSOR AND TURBINE BLADES, AND COMBUSTION CHAMBER LINERS, PRESERVE AND DEPRESERVE ENGINES, ENGINE ACCESSORIES, AND COMPONENTS; SUPERVISE WORK.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): AIRCRAFT ENGINE MAINTENANCE AND REPAIR (12,15,15,15); AVIATION MAINTENANCE TECHNOLOGY (3,6,6,6); PERSONNEL SUPERVISION (0,2,3,3); MAINTENANCE MANAGEMENT (0,0,2,3); SHOP MANAGEMENT (0,0,0,3)

AE * AVIATION ELECTRICIAN'S MATE E4-8

TEST, INSTALL,MAINTAIN AIRCRAFT INSTRUMENTS AND ELECTRICAL EQUIPMENT, INCLUDING GENERATORS, MOTORS, LIGHTING SYSTEMS. READ ELECTRICAL SYSTEM DIAGRAMS. MAINTAIN AIRCRAFT COMPASSES. PERFORM ELECTRICAL TROUBLESHOOTING OPERATIONS. USE A VARITEY OF ELECTRICAL MEASURING EQUIPMENT. PERFROM MICRO-MINI MODULE REPAIR. MAINTAIN AUTOMATIC FLIGHT CONTROL SYSTEMS. MAINTAIN INERTIAL NAVIGATION SYSTEMS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): BEGINNING ELECTRICITY/ELECTRONICS (3,3,3,3); AIRCRAFT ELECTRICAL MAINTENANCE (12,12,12,12); INTRO TO AC/DC THEORY (0,2,3,3); PERSONNEL SUPERVISION (0,0,2,3); MAINTENANCE MANAGEMENT (0,0,2,3) SHOP MANAGEMENT (0,0,0,3); OR ADVANCED STANDING IN APPRENTICESHIP TRAINING FOR ANY ELECTRICAL TRADE.

AF AIRCRAFT MAINTENANCEMAN E9

MASTER CHIEF RESPONSIBLE FOR DUTIES PERFORMED BY THE FOLLOWING:
AD AVIATION MACHINIST'S MATE
AM AVIATION STRUCTURAL MECHANIC (SAFETY HYDRAULICS STRUCTURES)

AG AEROGRAPHER'S MATE E4-9

OBSERVE, COLLECT, RECORD, AND ANALYZE METEOROLOGICAL AND OCEANOGRAPHIC DATA; MAKE VISUAL AND INSTRUMENTAL OBSERVATIONS; OPERATE METEOROLOGICAL SATELLITE RECEIVERS AND INTERPRET AND APPLY SATELLITE DATA; INTERPERT CODES AND ENTER DATA ON CHARTS; OPERATE ANCILLARY COMPUTOR EQUIPMENT; PERFORM PREVENTIVE MAINTENANCE ON METEROLOGICAL AND OCEANOGRAPHIC EQUIPMENT; PREPARE WEATHER WARNINGS AND SEA CONDITION; PREPARE AND PRESENT BRIEFING ON ENVIROMENTAL CONDITIONS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): METEOROLOGY (2,3,3,3); METEOROLOGY LABORATORY (2,2,3,3); ATMOSPHERIC ENVIRONMENT (0,3,3,3); OCEANOGRAPHY (0,1,1,2); CLIMATOLOGY (0,0,2,3); PERSONNEL SUPERVISION (0,0,0,1)

AK * AVIATION STOREKEEPER E4-9

RECEIVE, IDENTIFY, STORE AND ISSUE AVIATION SUPPLIES, SPARE PARTS, AND STOCKS OF TECHNICAL AVIATION ITEMS; CONFIRM SHIPMENTS AND REPORT EXCESSES, SHORTAGES, OR DAMAGES; CLASSIFY AND STOW MATERIALS; PACK, TAG, AND INSPECT EQUIPMENT AND PARTS; CONDUCT INVENTORIES; PREPARE AND MAINTAIN RECORDS OF STOCK CONTROL AND ISSUANCE OF EQUIPMENT;PROCESS ALLOWANCE CHANGES, VALIDATE REQUIREMENTS AND MONITOR SUPPLY REQUESTS; MAINTAIN CONTROL OF STATUS AND LOCATION OF COMPONENTS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): OFFICE MACHINES (2,2,2,2); OFFICE PROCEDURES (1,1,1,1); RECORD KEEPING (0,2,3,3); OFFICE MANAGEMENT (0,0,0,2); PERSONNEL SUPERVISION (0,0,0,1)

AB AVIATION BOATSWAIN'S MATE E8-9
SENIOR/MASTER CHIEF RESPONSIBLE FOR THE DUTIES PERFORMED BY:
ABE AVIATION BOATSWAIN'S MATE E (LAUNCH/RECOVERY EQUIP) E4-7
ABF AVIATION BOATSWAIN'S MATE F (FUELS) E4-7
ABH AVIATION BOATSWAIN'S MATE H (AIRCRAFT HANDLING) E4-7

ABE AVIATION BOATSWAIN'S MATE E (LAUNCH/RECOVERY EQUIP) E4-7
OPERATE, MAINTAIN, AND PERFORM ORGANIZATIONAL MAINTAINCE ON HYDRAULIC AND STEAM CATAPULTS, BARRICADES, ARRESTING GEAR ENGINES, AND ASSOCIATED EQUIPMENT ASHORE AND AFLOAT; OPERATE CATAPULT LAUNCH AND RETRACT PANELS, CONSOLES, FIRING PANELS, WATER BRAKES, CHRONOGRAPHS, BLAST DEFLECTORS AND COOLONG PANELS; RIG, INSPECT, AND PROOF-LOAD CABLES AND FITTINGS AND POUR WIRE ROPE SOCKETS; AND PERFORM AIRCRAFT HANDLING DUTIES.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): BASIC HYDRAULICS (3,3,3,3); SHOP MANAGEMENT (0,0,2,2); RECORD KEEPING (0,0,1,2); PERSONNEL SUPERVISION (0,0,2,3); FIELD EXPERIENCE MANAGEMENT (0,0,0,3)

ABF AVIATION BOATSWAIN'S MATE F (FUELS) E4-7
OPERATE, MAINTAIN, AND PERFORM ORGANIZATIONAL MAINTENCE ON AVIATION FUELING AND LUBRICATION OIL SYSTEMS SUCH AS THOSE INCLUDING AVIATION FUEL AND LUBRICATION OIL SERVICE STATIONS AND PUMPROOMS, PIPING, VALVES, PUMPS, TANKS, AND PORTABLE EQUIPMENT RELATED TO THE FUEL SYSTEM; OPERATE, MAINTAIN, AND REPAIR VALVES AND PIPING OF PURGING AND PROTECTIVE SYSTEMS WITHIN THE AIR DEPARTMENT SPACES ABOARD SHIP; FUEL QUALITY SURVEILLANCE.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): FIRE SCIENCE (3,3,3,3); AIRCRAFT SERVICING (1,2,3,3); SHOP MANAGEMENT (0,0,2,2); RECORD KEEPING (0,0,2,2); PERSONNEL SUPERVISION (0,0,2,3); FILED EXPERIENCE MANAGEMENT (0,0,0,3)

ABH AVIATION BOATSWAIN'S MATE H (AIRCRAFT HANDLING) E4-7
DIRECT THE MOVEMENT AND SPOTTING OF AIRCRAFT ASHORE AND AFLOAT; OPERATE, MAINTAIN AND PERFORM ORGANIZATIONAL MAINTENCE ON GROUND HANDLING EQUIPMENT USED FOR MOVING AND HOISTING OF AIRCRAFT ASHORE AND AFLOAT; SUPERVISE SECURING OF AIRCRAFT AND EQUIPMENT; PERFORM CRASH RESUE, FIREFIGHTING, CRASH REMOVAL, DAMAGE CONTROL AND RECOVERY OF AIRCRAFT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): FIRE SCIENCE (3,3,3,3); AIRCRAFT SERVICINT (2,2,3,3); SHOP MANAGEMENT (0,0,2,2); RECORD KEEPING (00,0,2,2); PERSONNEL SUPERVISION (0,0,2,2); FILED EXPERIENCE MANAGEMENT (0,0,0,3)

AC AIR TRAFFIC CONTROLLER E4-9
PERFORM AIR TRAFFIC CONTROL DUTIES IN AIR CONTROL TOWERS, RADAR AIR TRAFFIC CONTROL FACILITIES, AND AIR OPERATIONS OFFICES ASHORE AND AFLOAT; OPERATE RADIOTELEPHONES, LIGHT SIGNALS AND SYSTEMS, AND DIRECT AIRCRAFT UNDER VFR AND IFR CONDITIONS; OPERATE SURVEILLANCE RADAR, PRECISION RADAR, AND IDENTIFICATION EQUIPMENT;OPERATE GROUND AND CARRIER-CONTROLLED APPROACH SYSTEM; ASSIST IN FLIGHT PLANS AND CLEARANCES; MAINTAIN FLIGHT PLANNING INFORMATION AND REFERENCE MATERIALS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): AIR TRAFFIC CONTROL (6,9,9,9); AIR TRAFFIC MANAGEMENT (6,6,6,6); FEDERAL AVIATION REGULATIONS (3,3,3,3); PERSONNEL SUPERVISION (0,0,1,2); RECORD KEEPING (0,0,1,2); AVIATION SAFETY MANAGEMENT (0,0,0,2)

AM AVIATION STRUCTURAL MECHANIC E8
SENIOR CHIEF RESPONSIBLE FOR THE DUTIES OF THE FOLLOWING:
AME AVIATION STRUCTURAL MECHANIC E (SAFETY EQUIPMENT) E4-7
AMH AVIATION STRUCTURAL MECHANIC H (HYDRAULICS) E4-7
AMS AVIATION STRUCTURAL MECHANIC S (STRUCTURES) E4-7

AME AVIATION STRUCTURAL MECHANIC E (SAFETY EQUIPMENT) E4-7
MAINTAIN SAFETY BELTS, SHOULDER HARNESSES, AND INTEGRATED FLIGHT HARNESSES IN AIRCRAFT, INERTIA REELS, SEAT AND CANOPY EJECTION SYSTEMS, GASEOUS AND LIQUID OXYGEN SYSTEMS, LIFERAFT EJECTION SYSTEMS, PORTABLE FIRE EXTINGUISHERS, EGRESS SYSTEMS, AIR-CONDITIONING, HEATING CABIN AND COCKPIT PRESSURIZATION, VENTILATING, AND ANTI-G SYSTEMS, AND ASSOCIATED LINES, FITTINGS, RIGGINGS AND CONTROLS. REPLENISH LIQUID AND GASEOUS OXYGEN; MAINTAIN LIQUID NITROGEN, AND PERIODIC AIRCRAFT INSPECTIONS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): AIRCRAFT SAFETY AND WARNING SYSTEMS (10,12,15,15); AVIATION MAINTENANCE TECHNOLOGY (3,4,6,6); PERSONNEL SUPERVISION (0,0,2,3); MAINTENANCE MANAGEMENT (0,0,2,3); SHOP MANAGEMENT (0,0,0,3);

AMH AVIATION STRUCTURAL MECHANIC H (HYDRAULICS) E4-7
AVIATION STRUCTURAL MECHANIC H
MAINTAIN HYDRAULIC SYSTEMS INCLUDING POWER SYSTEM AND UNIT ACTUATING SUBSYSTEMS, LANDING GEAR, RESEVOIR PRESSURIZATION AND ACTUATING SYSTEMS AND ASSOCIATED PUMPS, VALVES, REGULATORS, CYLINDERS, LINES AND FITTINGS; SERVICE PRESSURE ACCUMULATORS, AIR BOTTLES, SLEO STRUTS, AND MASTER BRAKE CYLINDERS; INSPECT REMOVE AND REPLACE HYDRAULIC SYSTEMS; BLEED HYDRAULIC SYSTEMS; ADJUST BRAKES AND REPLACE LININGS AND PUCKS; REPLACE GASKETS, PACKING AND WIPERS; PERFORM INSPECTIONS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): HYDRAULICS SYSTEMS REPAIR (10,15,15,15); AVIATION MAINTENANCE TECHNOLOGY (3,6,6,6); PERSONNEL SUPERVISION (0,2,3,3); MAINTENANCE MANAGEMENT (0,0,3,3); SHOP MANAGEMENT (0,0,0,3); FIELD EXPERIENCE MANAGEMENT (0,0,0,3)

AMS AVIATION STRUCTURAL MECHANIC S (STRUCTURES) E4-7
MAINTAIN AIRCRAFT FUSELAGES, WINGS, FIXED AND MOVABLE SURFACES, AIRFOILS, EMPENNAGES. SEATS, WHEELS, TIRES AND COMPONENTS, CONTROLS. REMOVE, INSTALL, AND RIG FLIGHT CONTROL SURFACES; FABRICATE AND ASSEMBLE METAL PARTS AND MAKE MINOR REPAIRS TO AIRCRAFT SKIN; INSTALL RIVETS ; BUILD UP WHEELS AND TIRES; PAINT; PERFORM DYE PENETRANT INSPECTIONS AND DAILY PREFLIGHT, POSTFLIGHT, AND OTHER INSPECTIONS

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): AIRFRAME STRUCTURES REPAIR (8,12,15,15); AVIATION MAINTENANCE TECHNOLOGY (2,4,6,6); PERSONNEL SUPERVISION (0,2,3,3); MAINTENANCE MANAGEMENT (0,0,2,3); SHOP MAINTENANCE (0,0,0,3); FIELD EXPERIENCE MANAGEMENT (0,0,0,3)

AO AVIATION ORDNANCEMAN E4-9
INSPECT, MAINTAIN, AND REPAIR AIRCRAFT ARMAMENT AND AVIATION ORDNANCE EQUIPMENT INCLUDING GUNS AND ACCESSORIES, SMALL ARMS, AMMUNITION, HANDLING EQUIPMENT; STORE, ASSEMBLE, LOAD, AND MAINTAIN AIR-LAUNCHED GUIDED MISSILES; LOAD NUCLEAR WEAPONS, MINES, AND TORPEDOES; OPERATE SMALL ARMS RANGES; SUPERVISE OPERATION OF AVIATION ORDNANCE SHOPS,ARMORIES,AMMUNITION STORAGE FACILITIES.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): APPLIED SCIENCE (3,3,3,3); APPLIED MATH (3,3,3,3); MECHANICAL MAINT. (3,3,3,3); BLUE PRINT READING/SCHEMATICS (2,3,3,3); BASIC ELECTRONICS (0,3,3,3); RECORD KEEPING (0,3,3,3); APPLIED PHYSICS (0,3,3,3); INDUSTRIAL SAFETY (0,2,3,3); INSTRUCTIONAL TECHNIQUES AND MATERIALS (0,0,3,3); AVIATION MANAGEMENT (0,0,0,2); OFFICE MANAGEMENT (0,0,0,2); PERSONNEL SUPERVISION (0,0,0,1); FIELD EXPERIENCE MANAGEMENT (0,0,0,1)

AQ AVIATION FIRE CONTROL TECHNICIAN E4-8
INSPECT AND PERFORM ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE ON AIRCRAFT WEAPONS SYSTEMS, INCLUDING WEAPONS CONTROL RADAR, COMPUTERS, DOPPLER COMPUTING SIGHTS, GYROSCOPES, ACCESSORIES AND RELATED EQUIPMENT, AND AIR LAUNCHED GUIDED MISSILE EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): BASIC ELECTRICITY/ELECTRONICS LAB (3,3,3,3); APPLIED PHYSICS (2,2,2,2); INTRO TO AC/DC THEORY (0,3,3,3); AIRCRAFT ELECTRONICS AND HYDRAULICS (1,1,1,1); PERSONNEL SUPERVISION (0,0,2,3); MANTENANCE MGT (0,0,2,3); SHOP MGT (0,0,0,3) - INDUSTRIAL ELECTRONICS TECHNICIAN APPRENTICE TRAINING PROGRAM (TATP) (ENTRY, ADV STANDING, 4000 CLOCK HRS EXPERIENCE/288 HRS RELATED INSTRUCTION, 4000/288); COMMUNICATIONS ELECTRONICS OR INDUSTRIAL INSTRUMENTATION TATP (ENTRY, ADV STAND, 2000/144, 2000/144)

AS AVIATION SUPPORT EQUIPMENT TECHNICIAN E6-9
SERVICE, TEST, PERFORM MAINTENANCE AND REPAIRS ON AUTOMOTIVE, ELECTRICAL, GENERATING, STARTING, LIGHTING AND IGNITION SYSTEMS. MAINTAIN GASOLINE/DIESEL FUEL SYSTEMS AND OPERATING EFFICIENCY OF HYDRAULIC AND PNEUMATIC SYSTEMS, PERFORM BODY AND CHASSIS REPAIRS USING WELDING EQUIPMENT/SHEET METAL WORKING TECHNIQUES AND MAINTAIN AIR CONDITIONING EQUIPMENT, WORK ON ELECTRONIC CIRCUITS AND COMPONENTS IN GENERAL SERVICING EQUIPMENT, REPAIR MECHANICAL ELEMENTS OF ENGINE AND TRANSMISSION SYSTEMS

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

ALSO RESPONSIBLE FOR THE DUTIES PERFORMED BY THE FOLLOWING:
ASE AVIATION SUPPORT EQUIPMENT TECHNICIAN E (ELECTRICAL) E4-5
ASM AVIATION SUPPORT EQUIPMENT TECHNICIAN M (MECHANICAL) E4-5

ASE AVIATION SUPPORT EQUIPMENT TECHNICIAN E (ELECTRI E4-5
SERVICE, TEST AND PERFORM ORGANIZATIONAL AND INTERMEDIATE LEVEL MAINTENANCE AND REPAIR OF AUTOMOTIVE ELECTRICAL SYSTEMS IN MOBILE AND SELF-PROPELLED AVIATION EQUIPMENT, ARMAMENT HANDLING, INCLUDING GENERATING, STARTING, LIGHTING, AND IGNITION SYSTEMS, ELECTRICAL COMPONENTS AND WIRING IN AUXILIARYELECTRICAL POWER UNITS; SERVICE AND MAINTAIN STORAGE BATTERIES; AND PERFORM PERIODIC MAINTAINCE INSPECTIONS OF AVIATION SUPPORT EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5): AUTOMOTIVE ELECTRICITY (4,4); BASIC SHOP PRACTICES (4,4); BASIC ELECTRICITY (3,3); POWER GENERATOR SYSTEMS (3,3); ELECTRICAL CONTROL SYSTEMS (3,3); CARE/USE OF TOOLS (2,2)

JOED JOURNALIST - EDUCATIONAL CORRESPONDANCE E4-9
EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): NEWS EDITING (3,3,3,3); NEWS REPORTING (3,3,3,3); WRITING FOR MASS MEDIA (3,3,3,3); AUDIO-VISUAL TECHNOLOGY (3,3,3,3); ANNOUNCING (3,3,3,3); STUDIO TECHNIQUES (3,3,3,3); PHOTOGRAPHY (3,6,6,6); LAYOUT (3,3,3,3); TECHNICAL WRITING (0,3,3,3); INTERVIEWING TECHNIQUES (0,3,3,3); FIELD EXPERIENCE PUBLIC BROADCAST JOURNALISM (0,0,0,3)

ASM AVIATION SUPPORT EQUIPMENT TECHNICIAN M (MECHANICAL) E4-5
SERVICE, TEST, AND PERFORM ORGANIZATIONAL AND INTERMEDIATE LEVEL MAINTENANCE AND REPAIR OF GASOLINE AND DIESEL ENGINES IN MOBILE AND SELF-PROPELLED AVIATION SUPPORT EQUIPMENT AND ASSOCIATED AUTOMOTIVE SYSTEMS, INCLUDING FUEL SYSTEMS, AUTOMATIC AND POWER TRANSMISSIONS, DIFFERENTIALS, AND STEERING SYSTEMS; MAINTAIN GAS TURBINE COMPRESSOR UNITS AND AIR-CONDITIONING SYSTEMS USED IN AIRCRAFT; MAINTAIN AND OPERATE GAS TURBINE COMPRESSOR UNIT TEST STANDS; PERFORM PERIODIC MAINTENANCE INSPECTIONS OF AVIATION SUPPORT EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5): BASIC SHOP PRACTICES (4,4); DIESEL ENGINES (3,6); HYDRAULIC BRAKES (3,3); CARE/USE OF TOOLS (2,2); GAS WELDING (0,3); POWER TRANSMISSIONS (0,3)

AT * AVIATION ELECTRONICS TECHNICIAN E4-8

INSPECT AND PERFORM ORGANIZATIONAL AND INTERMEDIATE MAINTENACE ON AVIATION ELECTRONICS EQUIPMENT INCLUDING: DETECTION, RECONNAISSANCE, IDENTIFICATION, COMMUNICATION, NAVIGATION, DISPLAY, DIGITAL DATA SYSTEMS AND SPECIAL PRUPOSE EQUIPMENT. TROUBLESHOOT ELECTRONIC CIRCUITS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): BEGINNING ELECTRICITY/ELECTRONICS (3,3,3,3); AVIONICS TECHNOLOGY (12,12,12,12); APPLIED PHYSICS (1,1,1,1); INTRODUCTION TO AC/DC THEORY (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); MAINTENANCE MANAGEMENT (0,0,2,3); SHOP MANAGEMENT (0,0,0,3) - COMMUNICATIONS ELECTRONICS TECHNICIAN APPRENTICE TRAINING PROGRAM (TATP) (ENTRY, ADVANCED STANDING, 4000 CLOCK HRS EXPERIENCE/288 HRS RELATED INSTRUCTION, 4000/288); INDUSTRIAL ELECTRONICS TATP (ENTRY, ADV STAND, 2000/144, 2000/144)

AV AVIONICS TECHNICIAN E9

MASTER CHIEF RESPONSIBLE FOR DUTIES PERFORMED BY THE FOLLOWING:
AE *AVIATION ELECTRICIAN'S MATE
AQ AVIATION FIRE CONTROL TECHNICIAN
AT *AVIATION ELECTRONICS TECHNICIAN
AX AVIATION ANTISUBMARINE WARFARE TECHNICIAN

AW AVIATION ANTI-SUBMARINE WARFARE OPERATOR E4-9

PERFORM GENERAL FLIGHT CREW DUTIES; OPERATE ASW SENSOR SYSTEMS TO EXTRACT, ANALYZE AND CLASSIFLY DATA OBTAINED; PERFORM SPECIFIEC PREFLIGHT, INFLIGHT, AND POSTFLIGHT DIAGNOSTIC FUNCTIONS USING MANUAL TECHNIQUES, BUILT-IN TEST EQUIPMENT (BITE), AND COMPUTOR ROUTINES TO EFFECT FAULT ISOLATION AND OPTIMIZE SYSTEM PERFORMANCE; OPERATE TACTICAL SUPPORT SYSTEM TO ANALYZE AND CLASSIFY ASW DATA; ASSIST IN AIRCREW BRIEFING AND DE-BRIEFING; PROVIDE DATA BASE INFORMATION TO THE TACTICAL COMMANDER FOR USE IN PRESCRIBING MISSION OBJECTIVES AND TACTICS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): EMERGENCY MEDICAL TECHNIQUES (3,4,5,5); SURVEY OF METEOROLOGY (2,2,2,2); SURVEY OF OCEANOGRAPHY (4,4,5,5); TEACHING PRACTICUM (0,3,3,3); PERSONNEL SUP. (0,0,3,3); HUMAN RELATIONS (0,0,0,3)

AX AVIATION ANTI-SUBMARINE WARFARE TECHNICIAN E4-8

INSPECT AND PERFORM INTERMEDIATE AND ORGANIZATIONAL MAINTENCE AND IN-FLIGHT REPAIR ON AVIATION ANTISUBMARINE WARFARE SENSOR EQUIPMENT AND ASSOCIATED INTEGRATED SYSTEMS, INCLUDING THOSE RELATED TO MAGNETIC ANOMALY DETECTION, UNDERWATER DETECTION, ACOUSTIC ANALYSIS, ELECTRONIC SUPPORT MEASURES, COMPUTER/DATA PROCESSING, ELECTRO-OPTICS, DATA DISPLAY, DATA LINK, AND ELECTRO-MECHANICAL RECORDERS; OPERATE AND MAINTAIN ASSOCIATED TEST EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): BASIC ELECTRONICS (3,3,3,3); TROUBLESHOOTING TECHNI(2,3,4,4); IN THEORY (0,2,3,3); PERSONNEL SUPERVISION (0,0,3,3); PRACTICUM IN TEACHING (0,0,3,3); HUMAN RELATIONS (0,0,0,3)

AZ AVIATION MAINTENANCE ADMINSTRATIONMAN E4-9

SCHEDULE AIRCRAFT INSPECTIONS. KEEP CHARTS ON TRENDS IN AIRCRAFT SYSTEMS RELIABILITY. ORGANIZE AND OPERATE LIBRARIES OF TECHNICAL REPORTS AND RELATED MAINTENANCE DATA. ISSUE AIRCRAFT WORK ORDERS AND INSPECTION FORMS. PERFORM CLERICAL AND ADMINISTRATIVE DUTIES RELATED TO AIRCRAFT MAINTENANCE SUCH AS PREPARING REPORTS AND CORRESPONDENCE, FILING AND TYPING.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): OFFICE MACHINES (2,2,2,2); CLERICAL OFFICE PROCEDURES (2,3,3,3); FILING (2,2,2,2); RECORD KEEPING (0,3,3,3); OFFICE MANAGEMENT (0,0,3,3); TYPEWRITING (1,1,1,1); BUSINESS COMMUNICATION (0,0,0,2)

BM BOATSWAIN'S MATE E4-9

TRAIN, DIRECT, AND SUPERVISE PERSONNEL IN MILITARY DUTIES IN ALL ACTIVITIES RELATING TO MARLINSPIKE, DECK AND BOAT SEAMANSHIP AND UPKEEP OF SHIP'S EXTERNAL STRUCTURE, RIGGING, DECK EQUIPMENT, AND BOATS; TAKE CHARGE OF WORKING PARTIES AND YARD CRAFTS; SERVE AS MASTER-AT-ARMS, IN GUNCREWS OR DAMAGE CONTROL PARTIES, OPERATE/MAINTAIN LOADING/UNLOADING EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): SEAMANSHIP (3,4,5,5); RIGGING (3,4,4,4); SMALL CRANE SIGNALLING (1,1,1,1); SMALL BOAT HANDLING (1,1,1,1); SMALL BOAT MAINTENANCE (0,2,2,2); POLICE SCIENCE (0,2,2,2); RECORD KEEPING (0,2,2,3); PERSONNEL SUPERVISION (0,2,3,3); COASTLINE NAVIGATION (0,0,0,3); FIELD EXPERIENCE MGT (0,0,0,3); MGT ELECTIVES (0,0,0,3); PRACTICUM IN MANAGEMENT (0,0,0,3); HUMAN RELATIONS (0,0,0,1)

BT BOILER TECHNICIAN E4-9

ALIGN FUEL, WATER, AND AIR PIPING SYSTEMS, OPERATE PUMPS, STEAM TUBINES, MAIN PROPULSION AND AUXILIARY BOILERS AND AUTOMATIC BOILER CONTROL SYSTEMS, CLEAN, ADJUST, TEST, AND PERFORM OTHER PREVENTIVE MAINTENANCE ON BOILERS AND AUXILIARY MACHINERY, PERFORM CHEMICAL AND QUIALITY ASSURANCE TESTS ON WATER AND OIL, REREPAIR VALVES, PUMPS, FORCED DRAFT BLOWERS, CONTROL DEVICES, AND BOILERS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): MECHANICAL ENGINE MAINTENANCE (6,10,10,10); BLUEPRINT READING (1,1,1,1); MAINTENANCE TECHNILOGY (3,6,6,6); BASIC MARINE STEAM ENGINEERING (3,4,4,4); RECORD KEEPING (0,1,1,2); PERSONNEL SUPERVISION (0,0,2,3); MAINTENANCE MANAGEMENT (0,0,2,3); HUMAN RELATIONS (0,0,3,3)

BU BUILDER E4-8

BUILD AND REPAIR WOOD/MASONRY AND CONCRETE STRUCTURES, CONSTRUCT UNDERPINNING/SHORING/PILE JETTING AND CAPPING, OPERATE CARPENTRY AND CABINET-MAKING SHOPS, BUILD FORMS FOR CONCRETE CONSTRUCTIONS, MIX AND PLACE CONCRETE, OPERATE CONCRETE BATCHING PLANTS/PORTABLE CONCRETE MIXERS AND VIBRATORS, BUILD WHARVES, INTERPRET BLUEPRINTS AND PREPARE SKETCHES FOR CONSTRUCTION WORK, MAKE ESTIMATES OF MATERIALS AND LABOR REQUIRED.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): INTRO TO CONST (3,3,3,3); CONST TECHNIQUES (3,6,9,9); EQUIP OP/MAINT (2,2,2,2); CONST MATERIALS (1,1,3,3); BLUEPRINT READING (0,2,2,2); GENERAL PLANS/SPECS (0,2,2,3); ESTIMATING/SCHEDULING (0,0,3,3); TECH MATH (0,0,3,3); FUNDAMENTALS OF SUP. (0,0,2,3); CONST ESTIMATING (0,0,1,1); CONST MGT (0,0,1,2); FIELD EXPERIENCE CONST MGT (0,0,0,3); RECORDS/COST CONTROL (0,0,0,2)

CE CONSTRUCTION ELECTRICIAN E4-8

PLAN, SUPERVISE, AND PERFORM TASKS REQUIRED TO INSTALL, OPERATE, SERVICE, AND OVERHAUL ELECTRIC GENERATING AND DISTRIBUTION SYSTEMS, WIRE, AND CABLE COMMUNICATIONS SYSTEMS; ATTACH AND SERVICE UNITS SUCH AS TRANSFORMERS, SWITCHBOARDS, MOTORS, CONTROLLERS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): BASIC ELECTRICITY (3,3,3,3); INTRO TO CONST (3,3,3,3); INTERMEDIATE ELECTRICITY (0,3,3,3); BLUEPRINT READING (0,2,2,2); ELECTRICAL CONST LAB (0,1,2,2); ADVANCED ELECTRICITY (0,0,3,3); ELECTRICAL TROUBLESHOOTING (0,0,2,2); RECORDS ADMINISTRATION (0,0,1,1); PERSONNEL SUPERVISION (0,0,1,2); SHOP MANAGEMENT (0,0,0,2); SAFETY MANAGEMENT (0,0,0,1); HUMAN RELATIONS (0,0,0,3) - ADVANCED STANDING IN COSTRUCTION ELECTRICIAN APPRENTICE TRAINING PROGRAM.

CM CONSTRUCTION MECHANIC E4-8

ADJUST, REPAIR, AND MAINTAIN DIESEL AND GASOLINE ENGINES, IGNITION, FUEL, ELECTRICAL, HYDRAULIC, AND STEERING SYSTEMS; PERFORM MAJOR OVERHAULS ON ENGINES AND TRANSMISSIONS, MAINTAIN AND REPAIR CHASSIS, FRAMES, AND BODIES; WORK WITH HOISTING AND JACKING EQUIPMENT, POWER TOOLS, MEASURING INSTRUMENTS, LUBRICATION EQUIPMENT; MAINTAIN AND REPAIR TIRES, BATTERIES, BRAKES, AND VALVES; PERFORM SHOP MANAGEMENT FUNCTIONS SUCH AS MAINTENANCE SCHEDULING AND SPARE PARTS INVENTORY CONTROL.

EDUCTAIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): DIESEL/TRUCK/AUTO/MECH (9,15,18,18); TOOL USE/CARE (1,1,1,1); SHOP PRACTICES (0,3,3,3); PERSONNEL SUP.(0,0,2,3); RECORDS ADMIN (0,0,1,2) - AUTO/DIESEL/TRUCK MECHANICS APPRENTICE TRAINING PROGRAM: CONTACT HOURS (144, 288, 432, 576); CLOCK HOURS (1500, 3000, 6000, 8000)

CTA CRYPTOLOGIC TECHNICIAN A (ADMINISTRATION) E4-9
TYPE MESSAGES AND CORRESPONDENCE, FILE, HANDLE CLASSIFIED MATERIAL, KEEP MAIL LOGS, PREPARE CORRESPONDENCE, ORDER SUPPLIES, TAKE INVENTORY.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

CTI CRYPTOLOGIC TECHNICIAN I (INTERPRETIVE) E4-9
PERFORM DUTIES AS NAVY LINGUISTS, SPECIALIZING IN RADIO-TELEPHONE COMMUNICATIONS, ANALYSIS OF DATA, AND IN THE PREPARATION OF STATISTICAL STUDIES AND TECHNICAL REPORTS REQUIRING KNOWLEDGE OF A FOREIGN LANGUAGE.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

CTM CRYPTOLOGIC TECHNICIAN M (MAINTENANCE) E4-9
INSTALL, MAINTAIN, CALIBRATE, REPAIR AND ADJUST STANDARD AND SPECIALIZED ELECTRONIC AND ELECTROMECHANICAL EQUIPMENT USED IN NAVY SECURITY GROUP. WORK WITH ELECTRON TUBE CIRCUITS, SOLID STATE CIRCUITS, RADIO RECEIVING AND TRANSMITTING EQUIPMENT, ELECTRONIC EQUIPMENT, SPECIAL PURPOSE TEST EQUIPMENT, AND MAY BE CONSIDERED FOR ADVANCED TRAINING IN SPECIALIZED ELECTRONIC FIELDS.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

CTO CRYPTOLOGIC TECHNICIAN O (COMMUNICATIONS) E4-9
PREPARE MESSAGES UTILIZING TELETYPEWRITER EQUIPMENT, TRANSMIT, RECEIVE, ROUTE AND LOG MESSAGE TRAFFIC, STRICTLY OBSERVE ALL APPLICABLE SECURITY MEASURES, MAINTAIN MESSAGE CENTER FILES, OPERATING LOGS, RECORDS AND UPDATE COMMUNICATIONS PUBLICATIONS, CONRTOL AND OPERATE COMMUNICATIONS EQUIPMENT SYSTEMS INCLUDING RADIO RECEIVERS, TONE-TERMINAL EQUIPMENT, DC AND AUDIO PATCH BOARDS, COMMUNICATIONS SECURITY DEVICES, MONITOR SIGNAL QUALITY THROUGH THE USE OF TEST EQUIPMENT SUCH AS MONTIOR TELETYPEWRITERS, TRANSMISSION DISTORTION TEST SETS, OSCILLOSCOPES, AUDIO LEV AND NOISE LEVEL METERS, AND SPECTRUM ANALYZERS.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

CTR CRYPTOLOGIC TECHNICIAN R (COLLECTION) E4-9
PERFORM DUTIES IN MORSE CODE COMMUNICATIONS, THE OPERATIONS OF RADIO DIRECTION-FINDING EQUIPMENT, ANCILLARY COMPUTERS, AND COMMUNICATIONS SECURITY PROCEDURES.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

CTT CRYPTOLOGIC TECHNICIAN T (TECHNICAL) E4-9
PERFORM DUTIES IN COMMUNICATIONS BY OTHER THAN THE USUAL MEANS, AND ELECTRONIS SUPPORT MEASURES INVOLVING ELECTRONIC EQUIPMENT.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

CU CONSTRUCTIONMAN E9
MASTER CHIEF RESPONSIBLE FOR DUTIES PERFORMED BY THE FOLLOWING:
BU BUILDER
EA ENGINEERING AID
SW STEELWORKER

DK DISBURSING CLERK E4-9
COMPUTE PAY AND PREPARE PAYROLLS, KEEP PAY RECORDS UP TO DATE WITH RESPECT TO INSURANCE ALLOTMENTS/FAMILY ALLOWANCES/PROMOTIONS AND EXTRA COMPENSATIONS, PROCESS CLAIMS FOR EXPENSES, DISBURSE FUNDS FOR SUPPLIES AND SERVICES, PREPARE FINANCIAL ACCOUNTS AND REPORTS, PREPARE CORRESPONDENCE, MAINTAIN DISBURSING OFFICE FILES, KEEP OFFICIAL PUBLICATIONS UP TO DATE, TYPE DOCUMENTS RELATED TO PAY TRANSACTIONS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS E4, E5, E6, E7): TYPING (1,1,1,1); OFFICE PROCEDURES (1,1,1,1); BUSINESS MATHEMATICS (1,1,1,1); OFFICE MACHINES (0,1,1,1'; OFFICE MANAGEMENT (0,1,2,3); RECORD KEEPING (0,1,1,1); PERSONNEL SUPERVISION (0,0,1,3); HUMAN RELATIONS (0,0,1,2); PRACTICUM IN MANAGEMENT (0,0,0,1)

DM ILLUSTRATOR DRAFTSMAN E4-9
PREPARE TECHNICAL DRAWINGS AND AUDIO-VISUAL MATERIALS SUCH AS CHARTS, GRAPHS, SLIDES, + TELEVISION PROJECTURALS, USE A VARIETY OF ART MEDIA INCLUDING PENCIL, PEN, BRUSH, INKS, WATERCOLOR AND TEMPERAS, UTILIZE FREEHAND, MECHANICAL AND PHOTOMECHANICAL LETTERING, PREPARE ART FOR REPRODUCTION, OPERATE AUDIO-VISUAL PROJECTION EQUIPMENT, OPERATE GRAPHIC ARTS REPRODUCTION EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): BASIC DRAWING (3,3,3,3); VISUAL DESIGN (3,3,3,3); TECHNICAL DRAFTING (3,3,3,3); BASIC COMMERCIAL ART TECHNIQUES (3,3,3,3); TECHNICAL ILLUSTRATING (0,3,3,3); BASIC PHOTOGRAPHY (0,3,3,3); FIELD EXPERIENCE GRAPHICS (0,3,3,3); SILK-SCREEN PRINT NG (0,0,3,3); ADVERTISING ILLUSTRATION/AIRBRUSH (0,0,3,3); AUDIO-VISUAL GRAPHICS (0,0,3,3); GRAPHICS ARTS MGT (0,0,1,3); INDUSTRIAL ARTS EDUCATION (0,0,2,3); PERSONNEL SUP. (0,0,0,2)

DP DATA PROCESSING TECHNICIAN E4-9
OPERATE DATA PROCESSING EQUIPMENT E.G., SORTERS, COLLATORS, REPRODUCERS, INTERPRETERS, ACCOUNTING MACHINES AND ELECTRONIC DATA PROCESSING SYSTEMS, WRITE PROGRAMS FOR CONTROLLING ELECTRONIC DATA PROCESSING OPERATIONS, ESTABLISH AND MAINTAIN CONTROLS ON DATA PROCESSING MACHINE OPERATIONS, DETERMINE CAUSE OF OPERATIONAL FAILURE OF DATA PROCESSING MACHINES, DESIGN CARD LAYOUTS AND REPORT FORMS, PREPARE PROCEDURE MANUALS, PERFORM OFFICE MANAGEMENT FUNTIONS, PERFORM SYSTEMS ANALYST FUNCTIONS.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

DS DATA SYSTEMS TECHNICIAN E4-9

PERFORM ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE ON ELECTRONIC DIGITAL DATA SYSTEMS AND EQUIPMENT;INSPECT, TEST CALIBRATE, AND REPAIR COMPUTERS, EXTERNAL STORAGE DEVICES, DIGITAL INTERFACE EQUIPMENT, DIGITAL DISPLAY EQUIPMENT, DATA LINK TO TERMINAL EQUIPMENT, PERIPHERAL EQUIPMENT, AND RELATED EQUIPMENT; PERFORM PREVENTIVE MAINTENANCE ON TEST EQUIPMENT; AND PREPARE AND USE PROGRAMMED TEST ROUTINES.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

DT DENTAL TECHNICIAN E4-9

ASSIST DENTAL OFFICERS IN TREATING PATIENTS, PREPARE CEMENTS AND FILLING MATERIALS FOR DENTAL OFFICERS, TAKE/DEVELOP AND PROCESS X-RAYS, ASSIST IN ORAL SURGERY, INSTRUCT PATIENTS IN ORAL HYGIENE, ADMINISTER FIRST AID AND PREVENTIVE TREATMENTS, PREPARE CASTS FROM ORAL IMPRESSIONS, PERFORM CROWN AND BRIDGE CONSTRUCTION, INSTALL/MAINTAIN AND REPAIR DENTAL EQUIPMENT, SET UP APPOINTMENT SCHEDULES/KEEP DENTAL RECORDS AND MAINTAIN DENTAL STOREROOM.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

EA ENGINEERING AID E4-8

PLAN, SUPERVISE, AND PERFORM TASKS REQUIRED IN CONSTRUCTION SURVEYING/DRAFTING SUCH AS RUNNING/CLOSING TRAVERSES, STAKING OUT FOR EXCAVATIONS, OBTAINING AND CONVERTING FIELD NOTES INTO TOPOGRAPHIC MAPS; QUALITY CONTROL FOR TESTING SOILS, CONCRETE, AND CONSTRUCTION MATERIALS; PLANNING, ESTIMATING, AND REPRODUCING CONSTRUCTION DRAWINGS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): INTRO TO CONST (3,3,3,3); DRAFTING (2,4,4,4); SURVEYING (2,3,3,3); MATERIALS TESTING (2,4,6,6); CONST METHODS (0,3,3,3); TECH MATH (0,0,3,3); ALGEBRA (3,3,3,3); CONST TECH (0,1,1,3); EARTHWORK COMPUTATION (0,0,3,3); PAVEMENT DESIGN (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); FIELD EXPERIENCE/CONSTRUCTION MANAGEMENT (0,0,0,3)

EM * ELECTRICIAN'S MATE E4-9

INSTALL, OPERATE, AND PERFORM ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE ON POWER AND LIGHTING CIRCUITS, ELECTRICAL FIXTURES, FILM PROJECTORS, MOTORS, GENERATORS, VOLTAGE REGULATORS, CONTROLLERS, SWITCHBOARDS, APPLIANCES, AND OTHER ELECTRICAL EQUIPMENT; TROUBLESHOOT CIRCUITS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): BASIC EL'CITY/EL'NICS (5,5,5,5); ELECTICIAL WIRING (3,3,3,3); ELECTRICAL MOTORS (3,5,7,7); ELECTICAL CIRCUITS (0,2,4,4); TROUBLESHOOTING (1,1,1,1); RECORD KEEPING (0,0,1,1); HUMAN RELATIONS (0,1,3,3); PERSONNEL SUPERVISION (0,0,2,3); MAINTENANCE MANAGEMENT (0,0,2,3) REPORT WRITING (0,0,0,1)

EN * ENGINEMAN E4-9

OPERATE, REPAIR, AND PERFORM ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE ON INTERNAL-COMBUSTION ENGINES, MAIN PROPULSION MACHINERY, REGRIGERATION, AIR-CONDITIONING, GAS-TURBINE ENGINES, REDUCTION GEARS, AR COMPRESSORS, HYDRAULIC/PNEUMATIC CLUTCHES, ELECTROHYDRAULIC CONTROLLABLE PITCH PROPELLER SYSTEMS, STEERING ENGINES, DESALINIZATION PLANTS, AND BOILERS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): ENGINE MAINTENANCE AND REPAIR (10, 12, 15, 15); MAINTENANCE TECHNOLOGY (3, 3, 6, 6); BLUEPRINT READING (1, 1, 1, 1); RECORD KEEPING (0, 1, 2, 2); MAINTENANCE MANAGEMENT (0, 0, 2, 3); PERSONNEL SUPERVISION (0, 0, 2, 3); HUMAN RELATIONS (0, 0, 3, 3)

EO EQUIPMENT OPERATOR E4-8

OPERATE A WIDE VARIETY OF HEAVY-DUTY EQUIPMENT FOR SUCH PROJECTS AS STRUCTURE ERECTION, REPAIR, SALVAGE, GRADING AND EXCAVATION, PERFORM MAINTENANACE ON THIS EQUIPMENT TO INSURE SAFE EFFICIENT OPERATION, RIG CABLE ASSEMBLIES AND CHANGE ATTACHMENTS FOR VARIOUS LIFTING AND PILE-DRIVING OPERATIONS, PREPARE OPERATIONAL REPORTS ON EQUIPMENT, DISPATCH AND ASSIGN AUTOMOTIVE AND CONSTRUCTION EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): CONSTRUCTION EQUIPMENT OPERATION (10,20,30,30); INTRODUCTION TO CONSTRUCTION EQUIPMENT (3,3,3,3); MECHANICAL MAINTENANCE (2,3,3,3); OPERATIONS MANAGEMENT (0,0,2,3); PERSONNEL SUPERVISION (0,0,2,3)

EQ EQUIPMENTMAN E9

MASTER CHIEF RESPONSIBLE FOR DUTIES PERFORMED BY THE FOLLOWING:
CM CONSTRUCTION MECHANIC
EO EQUIPMENT OPERATOR

ET * ELECTRONICS TECHNICIAN E4-9

PERFORM MAINTENANCE ON ELECTRONIC EQUIPMENT USED FOR COMMUNICATION, DETECTION, TRACKING, RECOGNITION AND IDENTIFICATION, AND AIDS TO NAVIGATION. INSPECT AND MAINTAIN RADIO FREQUENCY TRANSMISSION SYSTEMS. TROUBLESHOOT ELECTRONICS EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): APPLIED MATHEMATICS (2,2,2,2); SYSTEMS MAINTENANCE (6,8,10,10); CIRCUIT THEORY (5,6,6,6); BASIC ELECTRONICS (3,3,3,3), DIGITAL ELECTRONICS (1,2,2,2); CIRCUIT ANALYSIS (0,0,6,6); MAINTENANCE MANAGEMENT (0,0,2,3); PERSONNEL MANAGEMENT (0,0,2,2); HUMAN RELATIONS (0,0,3,3); PERSONNEL SUPERVISION (0,0,0,1); RECORD KEEPING (0,0,0,1); REPORT WRITING (0;0;0;1)

EW ELECTRONICS WARFARE TECHNICIAN E4-9

OPERATE AND PERFORM ORGANIZATIONAL AND INTERMEDIATE LEVEL MAINTENANCE ON ELECTRONIC DETECTION AND DECEPTION SYSTEMS, ELECTRONIC WARFARE EQUIPMENT. EVALUATE INTERCEPTED ELECTROMAGNETIC RADIATIONS TO DETERMINE WHETHER THEY ORIGINATE FROM SURFACE, AIRBORNE, MISSILE OR NATURAL ATMOSPHERIC SOURCES. PLOT INTERCEPTED SIGNALS AND TRACK SURFACE AND AIRBORNE TARGETS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): SYSTEMS MAINTENANCE (6,8,10,10); BASIC ELECTRONICS (3,3,3,3); CIRCUIT THEORY (5,6,6,6); APPLIED MATHEMATICS (2,2,2,2); TROUBLESHOOTING TECHNIQUES (1,1,1,1); DIGITAL ELECTRONICS (1,2,2,2); HUMAN RELATIONS (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); MAINTENANCE MANAGEMENT (0,0,2,3); RECORD KEEPING (0,0,0,1); REPORT WRITING (0,0,0,1)

FT FIRE CONTROL TECHNICIAL E8-9

SENIOR/MASTER CHIEF RESPONSIBLE FOR THE DUTIES PERFORMED BY:

FTB FIRE CONTROL TECHNICIAN (BALLISTICS)	E4-7
FTG *FIRE CONTROL TECHNICIAL (GUNS)	E4-7
FTM FIRE CONTROL TECHNICIAL (MISSILES)	E4-7

FTB FIRE CONTROL TECHNICIAN (BALLISTICS) E4-7

PERFORM ORGANIZATIONAL AND INTERMEDIATE LEVEL MAINTENANCE ON BALLISTIC MISSILE FIRE CONTROL SYSTEMS, EQUIPMENT, AND ASSOCIATED FIRE CONTROL SYSTEMS TEST EQUIPMENT: OPERATE BALLISTIC MISSILE FIRE CONTROL SYSTEMS; TEST, ADJUST, AND REPAIR BALLISTIC MISSILE GUIDANCE SUBSYSTEMS; AND OPERATE AND MAINTIAN ASSICIATED GUIDANCE SUBSYSTEMS TEST EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): BASIC ELECTRICITY/ELECTRONICS (3,6,6,6); APPLIED MATH (3,3,3,3), BLUEPRINT READING (0,3,3,3); APPLIED PHYSICS (0,2,2,2); HUMAN RELATIONS (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); MAINTENANCE MANAGEMENT (0,0,2,3); RECORD KEEPING (0,0,0,1)

FTG * FIRE CONTROL TECHNICIAN G (GUN FIRE CONTROL) E4-7

PERFORM ORGANIZATIONAL AND INTERMEDIATE LEVEL MAINTENANCE ON AND OPERATE, TEST, AND REPAIR GUN FIRE CONTROL SYSTEMS AND SUBMARINE WEAPON CONTROL SYSTEMS PLUS THEIR ASSOCIATED EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): BASIC ELECTRICITY/ELECTRONICS (3,6,6,6); APPLIED MATH (3,3,3,3), BLUEPRINT READING (0,3,3,3); APPLIED PHYSICS (0,2,2,2); HUMAN RELATIONS (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); MAINTENANCE MANAGEMENT (0,0,2,3); RECORD KEEPING (0,0,0,1)

FTM FIRE CONTROL TECHNICIAN M (SURFACE MISSILES) E4-7

OPERATE, TEST, REPAIR, AND PERFORM ORGANIZATIONAL AND INTERMEDIATE LEVEL MAINTENANCE ON MISSILE FIRE CONTROL SYSTEMS (INCLUDING WEAPONS DIRECTION SYSTEMS AND SEARCH RADARS), MISSILES, TELEMETRY EQUIPMENT, AND ASSOCIATED SUPPORT EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): BASIC ELECTRICITY/ELECTRONICS (3,6,6,6); APPLIED MATH (3,3,3,3), BLUEPRINT READING (0,3,3,3); APPLIED PHYSICS (0,2,2,2); HUMAN RELATIONS (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); MAINTENANCE MANAGEMENT (0,0,2,3); RECORD KEEPING (0,0,0,1)

GM GUNNER'S MATE E8-9

SENIOR/MASTER CHIEF RESPONSIBLE FOR THE DUTIES PERFORMED BY:
GMG GUNNER'S MATE (GUNS)
GMM GUNNER'S MATE (MISSILES)

GMG GUNNER'S MATE G (GUNS) E4-7

OPERATE, TEST, INSPECT, AND PERFORM ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE ON GUNS, GUN MOUNTS, TURRETS, PROJECTORS, HANDLING EQUIPMENT, AND SMALL ARMS; INSPECT, REPAIR AND MAKE DETAILED CAUSALTY ANALYSES OF ELECTRIC, ELECTRONIC, HYDRAULIC, AND MECHANICAL SERVOSYSTEMS IN SMALL ORDNANCE EQUIPMENT.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

GMM GUNNER'S MATE M (MISSILES) E4-7

OPERATE, TEST, INSPECT, AND PERFORM ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE ON GUIDED-MISSILE LAUNCHING GROUPS, AND HANDLING EQUIPMENT; INSPECT, REPAIR, AND MAKE DETAILED CASUALTY ANALYSES OF ELECTRICAL, ELECTRONIC, HYDRAULIC, AND MECHANICAL SYSTEMS AND SERVOSYSTEMS IN MISSILE EQUIPMENT.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

GMT GUNNER'S MATE T (TECHNICIAN) E4-9

PERFORM ORGANIZATIONAL, INTERMEDIATE, AND DEPOT MAINTENANCE; STORE, INSPECT, TEST, ADJUST, REPAIR, AND PACKAGE NUCLEAR WEAPON COMPONENTS AND ASSOCIATED EQUIPMENT; ASSEMBLE, DISASSEMBLE, AND CONVERT NUCLEAR WEAPONS, WARHEADS, AND/OR COMPONENTS; MAINTAIN MAGAZINES, ASSEMBLY AND STORAGE AREAS, AND SPRINKLER AND ALARM SYSTEMS.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

GS GAS TURBINE SYSTEMS TECHNICIAN E4-9

OPERATE, REPAIR, AND PERFORM ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE ON GAS TURBINE ENGINES, MAIN PROPULSION MACHINERY, ASSIGNED AUXILIARY EQUIPMENT, PROPULSION CONTROL SYSTEMS, ELECTRICAL AND ELECTRONIC CIRCUITRY UP TO THE PRINTED CIRCUIT MODULES, AND ALARM WARNING CIRCUITRY.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

HM HOSPITAL CORPSMAN E4-9

CONDUCT FIRST AID INSTRUCTION PROGRAMS, ADMINISTER MEDICINE, SUPERVISE SHIPBOARD AND FIELD HYGIENE AND SANITATION, APPLY FIRST AID, NURSE THE SICK AND INJURED, GIVE ARTIFICIAL RESPIRTION, ADMINISTER INOCULATIONS, TRANSPORT THE INJURED, FILL PRESCRIPTIONS, PERFORM CLINICAL LABORATORY TESTS, EXAMINE PATIENTS, ASSIST IN HOSPITAL FOOD SERVICE AND DIET PROGRAMS, PERFORM MEDICAL ADMINISTRATIVE WORK, INSTRUCT IN HOSPITAL CORPS SCHOOLS, TAKE AND PROCESS X-RAYS, PERFORM MEDICAL DUTIES INDEPENDENT OF A PHYSICIAN.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

HT * HULL MAINTENANCE TECHNICIAN E4-9

INSTALL, MAINTAIN, AND REPAIR VALVES, PIPING AND PLUMBING SYSTEM FITTINGS AND FIXTURES; REPAIR DECKS, STRUCTURES ,ANd HULLS BY WELDING, BRAZING, RIVETING, AND CAULKING; FABRICTAE WITH LIGHT AND HEAVY-GAUGE METAL; HEAT-TREATING, HOT AND COLD FORMING OF METACS; PIPE-CUTTING, THREADING AND ASSEMBLY; MAINTAIN AND REPAIR VENTILATION SYSTEMS; INSPECT AND REPAIR SURVIVAL EQUIPMENT, HATCHES, VALVES, WATERTIGHT DOORS AND SCUTTLES; OPERATE AND MAINTAIN FIREFIGHTING EQUIPMENT AND TRAIN OTHERS IN ITS USE.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): FIRE SCIENCE (4,6,6,6); BASIC PLUMBING (2,3,3,3); BRAZING AND SOLDERING (2,3,3,3); ARC WELDING (2,3,3,3); OXYACETYLENE WELDING (2,3,3,3); HUMAN RELATIONS (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); MAINTENANCE MANAGEMENT (0,0,2,3)

IC INTERIOR COMMUNICATIONS ELECTRICIAN E4-8

OPERATE AND PERFORM ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE ON INTERIOR COMMUNICATIONS SYSTEMS INCLUDING VOICE INTERIOR COMMUNICATIONS, ALARM, WARNING, SHIP'S CONTROL, ENTERTAINMENT, GYROCOMPASS, AND PLOTTING. RIG, TROUBLESHOOT, AND REPAIR VARIOUS COMMUNICATIONS EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): BASIC ELECTRICITY/ELECTRONICS (5,5,5,5); ELECTRICAL/ELECTRONIC CIRCUITS (5,6,6,6); ELECTRICAL/MECHANICAL SYSTEMS (4,4,4,4); TROUBLESHOOTING TECHNIQUES (4,6,8,8); APPLIED MATHEMATICS (2,2,2,2); ELECTRICAL/ELECTRONIC LAB (0,2,2,2); DIGITAL ELECTRONICS (0,1,2,2); BASIC ELECTRONICS (0,3,3,3); HUMAN RELATIONS (0,0,3,3); MAINTENANCE MGT (0,0,2,3); PERSONNEL SUPERVISION (0,0,2,3); RECORD KEEPING (0,0,0,1); REPORT WRITING (0,0,0,1)

IM * INSTRUMENTMAN E4-8

PERFORM ORGANIZATIONAL/INTERMEDIATE MAINTENANCE ON MECHANICAL INSTRUMENTS SUCH AS PRESSURE/VACUUM MEASURING INSTRUMENTS, CENTRIFUGAL TACHOMETERS, BIMETALLIC THERMOMETERS, AND TORQUE MEASURING TOOLS; OFFICE MACHINES SUCH AS ADDRESSOGRAPHS, PAPER SHREDDERS/CUTTERS, MANUAL TYPEWRITERS, FLUID/STENCIL PROCESS DUPLICATORS; AND NAVY TIMEPIECES. IMPLEMENT NAVY OR MECHANICAL INSTRUMENT REPAIR AND CALIBRATION SHOP (MICRS) PROCEDURES.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): BASIC INSTRUMENTATION (6,6,6,6); BASIC MACHINE TOOL OPERATION (1,1,1,1); OFFICE MACHINE REPAIR (3,3,3,3); MECHANICAL BLUEPRINT READING (1,1,1,1); TECHNICAL MATHEMATICS (3,3,3,3); TEST AND MEASUREMENT STANDARDS (0,1,1,1); SHOP SUPERVISION (0,1,2,2); RECORDS ADMINISTRATION (0,0,1,2); PERSONNEL SUPERVISION (0,0,2,3)

IS INTELLIGENCE SPECIALIST E4-9

ANALYZE INTELLIGENCE INFORMATION, PERFORM ADMINISTRATIVE DUTIES, IDENTIFY AND PRODUCE INTELLIGENCE FROM RAW INFORMATION, ASSEMBLE AND ANALYZE MULTI-SOURCE OPERATIONAL INTELLIGENCE, PREPARE AND PRESENT INTELLIGENCE BRIEFINGS, PREPARE MATERIALS FOR PHOTOGRAPHIC RECONNAISSANCE MISSIONS, PREPARE GRAPHICS/OVERLAYS AND MOSAICS, PLOT IMAGERY USING MAPS AND CHARTS, PROVIDE INPUT TO AND RECEIVE DATA FROM COMPUTERIZED INTELLIGENCE SYSTEMS ASHORE AND AFLOAT, MAINTAIN INTELLIGENCE LIBRARIES AND FILES.

JO JOURNALIST E4-9

GATHER FACTS AND WRITE ARTICLES FOR PUBLICATIONS AND BROADCASTS FOR CIVILIAN AND NAVY GROUPS, PREPARE STORIES FOR HOMETOWN NEWS OUTLETS, WRITE FEATURE ARTICLES ON NAVY PERSONNEL AND ACTIVITIES, WRITE SPEECHES, EDIT AND PROOFREAD NEWS TEXT, PREPARE LAYOUTS FROM NEWS TEXT, MANAGE RADIO AND TELEVISION STATIONS; MANAGE SHIP OR STATION NEWSPAPERS, ARRANGE AND PRODUCE RADIO AND TELEVISION PROGRAMS, SET UP AND/OR CONDUCT TAPE-RECORDED INTERVIEWS, WRITE SCRIPTS AND ANNOUNCEMENTS FOR RADIO AND TV, TAKE NEWS PHOTOGRAPHS, COORDINATE SPECIAL EVENTS, ADVISE AND TRAIN APPRENTICES IN THE RATING, PERFORM MANY OF THE FUNCTIONS OF A PUBLIC AFFAIRS OFFICER, MAINTAION PUBLIC AFFAIRS FILES.

ENTER <JOED+ FOR DISPLAY OF EDUCATIONAL CORRESPONDANCE

JOED JOURNALIST - EDUCATIONAL CORRESPONDANCE E4-9

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): NEWS EDITING (3,3,3,3); NEWS REPORTING (3,3,3,3); WRITING FOR MASS MEDIA (3,3,3,3); AUDIO-VISUAL TECHNOLOGY (3,3,3,3); ANNOUNCING (3,3,3,3); STUDIO TECHNIQUES (3,3,3,3); PHOTOGRAPHY (3,6,6,6); LAYOUT (3,3,3,3); TECHNICAL WRITING (0,3,3,3); INTERVIEWING TECHNIQUES (0,3,3,3); FIELD EXPERIENCE PUBLIC BROADCAST JOURNALISM (0,0,0,3)

LI LITHOGRAPHER E4-9

MAKE LAYOUTS, SET UP TITLES AND HEADINGS, MARK COPY FOR COMPOSITION, PROOFREAD, OPERATE COLD TYPE COMPOSITION MACHINES, HAND-SET TYPE FOR PROOF PRESS AND LETTERPRESS, PULL REPRODUCTION PROOFS FOR OFFSETTING, OPERATE PROCESS CAMERAS AND RELATED EQUIPMENT, MAKE PLATES AND PREPARE THEM FOR PRESS, OPERATE PRESSES, COLLATE AND BIND.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): OFFSET PRESS OPERATION (3,4,4,4); PLATEMAKING (3,4,4,4); INK (2,2,2,2); PROCESS CAMERA (3,4,4,4); LAYOUT (3,4,4,4); COPY PREPARATION (3,4,4,4); FIELD EXPERIENCE GRAPHIC ARTS (0,3,3,3); HUMAN RELATIONS (0,0,2,3); PRINT SHOP MANAGEMENT (0,0,3,4); INDUSTRIAL ARTS EDUCATION (0,0,0,3)

LN LEGALMAN E5-9

PERFORM PARALEGAL DUTIES UNDER THE DIRECTION AND SUPERVISION OF JUDGE ADVOCATES IN PROVIDING AND ADMINISTERING LEGAL SERVICES INCLUDING MATTERS CONCERNED WITH MILITARY JUSTICE, ADMINISTRATIVE DISCHARGES, CLAIMS, ADMIRALTY LAW, AND LEGAL ASSISTANCE; RECORD AND TRANSCRIBE PROCEEDINGS; ADVISE AND ASSIST PERSONNEL ON MATTERS OF LEGAL ADMINISTRATION.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E5, E6, E7): OFFICE PROCEDURES (1,3,3); TYPING (2,3,3); MILITARY LEGAL PRACTICES AND PROCEDURES (3,3,3); MACHINE SHORTHAND (6,6,6); SOCIAL STUDIES (3,6,6); WRITTEN COMMUNICATION (0,2,2); OFFICE MANAGEMENT (0,0,3); FIELD EXPERIENCE MANAGEMENT (0,0,1)

MA MASTER-AT-ARMS E6-9

PERFORM SECURITY DUTIES AFLOAT AND ASHORE INCLUDING INVESTIGATION, INTERROGATION, APPREHENSION, CORRECTIONS, AND REHABILITATION; ENFORCE LAW AND ORDER TO MAINTAIN MILITARY DISCIPLINE, VEHICULAR AND PERSONNEL TRAFFIC CONTROL.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E6, E7): CRIMINAL INVESTIGATION (3,3); CRIMINAL LAW (3,3); CRIMINAL PROCEDURE (3,3); CORRECTIONAL PROCEDURES (3,3); INTRODUCTION TO PHYSICAL SECURITY/SAFETY (3,3); WEAPONS PROFICIENCY/SELF DEFENCE (3,3); POLICE EQUIPMENT (3,3); INSTRUCTOR TECHNIQUES (3,3); HUMAN RELATIONS/APPLIED PSYCHOLOGY (3,3); REPORT WRITING (0,0,3,3)

ML MOLDER E4-9

OPERATE FOUNDRIES, INDUCTION FURNACES, BAKING OVENS FOR CORES; MAKE MOLDS, POUR CASTINGS OF FERROUS/NONFERROUS AND ALLOY METALS, IDENTIFY METALS, MAINTAIN OPERATING EFFICIENCY OF FOUNDRIES, ESTIMATE TIME/MATERIAL AND COST REQUIRED IN CASTINGS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): FOUNDRY/METAL CASTING (4,6,8,8); MANUFACTURING PROCESSES (1,2,2,2); MATERIALS SCIENCE (0,0,1,1); SHOP SUPERVISION (0,0,1,2); PERSONNEL SUPERVISION (0,0,0,1); RECORD KEEPING (0,0,0,1); SAFETY MANAGEMENT (0,0,0,1)

MM * MACHINIST'S MATE E4-9

OPERATE AND PERFORM ORGANIZATIONAL AND INTERMEDIATE LEVEL MAINTENANCE ON, AND REPAIR SHIP PROPULSION AND AUXILIARY MACHINERY SUCH AS STEERING ENGINE, WINDLASSES AND HOISTING MACHINERY, ELEVAIORS, AND FOOD PREPARATION, LAUNDRY, REGRIGERATION, AND AIR-CONDITIONING EQUIPMENT; TRANSFER AND INVENTORY LUBRICATING OILS, MAINTAIN RECORDS AND REPORTS, AND AID IN GENERATION AND STOWAGE OF INDUSTRIAL GASSES.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): MACHINERY MAINTENANCE AND REPAIR (10,10,12,12); MAINTENANCE TECHNOLOGY (3,3,3,3); AIR CONDITIONING/REFRIGERATION (1,3,3,3); BLUEPRINT READING (1,1,1,1); RECORD KEEPING (0,1,1,1); HUMAN RELATIONS (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); MAINTENANCE MANAGEMENT (0,0,2,3)

MN MINEMAN

SCHEDULE INTERMEDIATE LEVEL MAINTENANCE AND TEST, REPAIR, AND OVERHAUL MINES AND THEIR COMPONENTS; ASSEMBLE, DISASSEMBLE, TEST, UPGRADE, HANDLE, ISSUE, AND DELIVER MINES TO PLANTING AGENT; RECEIVE MINES FROM AFLOAT PLATFORMS.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

MR * MACHINERY REPAIRMAN E4-9

PERFORM ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE ON AUXILIARY EQUIPMENT; OPERATE MACHINE SHOP EQUIPMENT SUCH AS LATHES, DRILL PRESSES, SHAPERS, BENCH GRINDERS, MILLING MACHINES, BORING MILLS AND POWER HACKSAWS; USE PRECISION TOOLS SUCH AS MICROMETERS, DEPTH GUAGES, VERNIERS, CALIPERS, GUAGE BLOCKS, PROTRACTORS, AND DIAL INDICATORS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): MACHINE TECHNOLOGY (3,6,6,6); PRINCIPLES AND OPERATION OF MACHINE TOOLS (3,4,6,6); MACHINE SHOP MATHEMATICS (2,2,3,3); BLUEPRINT READING (1,3,3,3); INTRODUCTION TO THE METRIC SYSTEM OF MEASUREMENT (1,1,1,1); RECORD KEEPING (0,1,1,1); HUMAN RELATIONS (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); MAINTENANCE MANAGEMENT (0,0,2,3)

MS * MESS MANAGEMENT SPECIALIST E4-9

OPERATE AND MANAGE KITCHEN AND DINING FACILITIES AND BACHELOR QUARTERS; ASSIST IN ORDERING AND STOWAGE OF FOODSTUFFS AND PROCUREMENT OF EQUIPMENT INCLUDING COOKING AND EATING UTENSILS; PREPARE MENUS; PLAN, PREPARE, AND SERVE MEALS; MAINTAIN FOOD SERVICE SPACES IN A CLEAN AND SANITARY CONDITION; MAINTAIN FINANCIAL RECORDS AND REQUIRED REPORTS; SUPERVISE ASSIGNED PERSONNEL.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): QUANTITY FOOD PREPARATION (6,9,9,9); SANITATION (3,3,3,3); KITCHEN OPERATIONS (2,3,3,3); FOOD SERVICE INTERNSHIP (1,2,2,2); FOOD SERVICE ADMINISTRATION (0,2,2,2); RECORD KEEPING (0,0,1,2); PERSONNEL MANAGEMENT (0,0,2,3); OFFICE MANAGEMENT (0,0,0,1); PERSONNEL SUPERVISION (0,0,0,3); FOOD COST CONTROL (0,0,0,3)

MT MISSILE TECHNICIAN E4-7

OPERATE,TEST,AND PERFORM ORGANIZATIONAL AND INTERMEDIATE LEVEL MAINTENANCE ON FLEET BALLISTIC AND LAUNCHER MISSILE SUBSYSTEM EQUIPMENT; PARTICIPATE IN MISSILE HANDLING FUNCTIONS; ADJUST ALIGN, AND CALIBRATE BASIC ELECTRONIC CIRCUITS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): BASIC ELECTRICITY/ELECTRONICS (3,6,6,6); APPLIED MATH (3,3,3,3), BLUEPRINT READING (0,3,3,3); APPLIED PHYSICS (0,2,2,2); HUMAN RELATIONS (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); MAINTENANCE MANAGEMENT (0,0,2,3); RECORD KEEPING (0,0,0,1)

MU MUSICIAN E4-9

PERFORM AS MEMBERS OF MARCHING, CONCERT, STAGE, OR DANCE BANDS + COMBOS INCLUDING JAZZ, ROCK, SOUL, POP, COUNTRY AND BLUEGRASS STYLES OF MUSIC; CONDUCT, REHEARSE, AND PERFORM IN THESE GROUPS FOR RADIO, TV AND STAGE; TRANSCRIBE/ARRANGE MUSIC FOR ALL TYPES OF ENSEMBLES, GIVE CONCERTS AND PROVIDE MUSIC FOR MILITARY CEREMONIES, RELIGIOUS SERVICES, PARADES AND SOCIAL OCCASIONS; PERFORM FOR NAVY PERSONNEL AND THEIR FAMILIES, AND FOR THE GENERAL PUBLIC AT DIPLOMATIC FUNCTIONS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): MUSIC THEORY (4,4,8,12); JASS THEORY, IMPROVISATION (2,2,2,2); APPLIED PERFORMANCE (4,6,6,6); PERFORMING ENSEMBLES (2,2,4,4); ELEMENTARY CONDUCTING (0,1,1,1); MARCHING BAND (0,1,2,3); CONCERT BAND (0,1,1,1); APPLIED PERFORMANCE-SECONDARY INSTRUMENT (0,0,0,1)

NC NAVY COUNSELOR E6-9

ASSIST COMMANDS IN ORGANIZING AND IMPLEMENTING AN AGGRESSIVE ENLISTED RECRUITING AND RETENTION PROGRAM; SUPERVISE AND COORDINATE INTERVIEWING AND COUNSELING EFFORTS; COUNSEL PERSONNEL AND GIVE PRESENTATIONS TO VARIOUS GROUPS ABOUT NAVY CAREERS; ESTABLISH AND MAINTAIN LIAISON WITH LOCAL MEDIA.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E6, E7): APPLIED PSYCHOLOGY (1,1); SPEECH COMMUNICATION (3,3); WRITTEN COMMUNICATION (3,3); HUMAN RELATIONS (3,3); COMMUNITY RELATIONS (1,1); INTRODUCTION TO MASS MEDIA (1,3); INTERVIEWING TECHNIQUES (2,2); CAREER INFORMATION AND COUNSELING (3,3); PSYCHOLOGY COUNSELING THEORY AND TECHNIQUES (0,1); BEHAVIOR CRISIS INTERVENTION (0,1); DRUGS AND ALCOHOL ABUSE (0,1)

OM OPTICALMAN E4-8

PERFORM ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE ON SMALL NAVIGATIONAL INSTRUMENTS, BINOCULARS, GUNSIGHTS, RANGE FINDERS, SUBMARINE AND TURRET PERISCOPES, NIGHT VISION SIGHTS, AND OTHER OPTICAL INSRUMENTS.

EDUCATIONAL CORRESPONDANCE (SHEMSTER HOURS FOR E4, E5, E6, E7): MACHINE TOOL OPERATION (1,3,3,3); FABRICATION TECHNIQUES (2,3,3,3); OPTICAL OHYSICS (3,5,5,5); OPTICAL LAB (3,5,6,6); BLUEPRINT READING (0,1,1,1); OPTICAL MEASUREMENT (0,2,2,2); TECHNICAL MATHEMATICS (0,3,3,3); RECORD KEEPING (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); SHOP SUPERVISION (0,0,1,1); HUMAN RELATIONS (0,0,0,2)

OS OPERATIONS SPECIALIST E4-9

SERVE AS PLOTTERS, STATUS BOARD KEEPERS, RADIO AND SOUND POWERED TELEPHONE TALKERS, AND MAINTIAN COMBAT INFORMATION CENTER (CIC) DISPLAYS; OPERATE SURVEILLANCE AND ALTITUDE RADAR, IDENTIFICATION FRIEND OR FOE (IFF), AND ASSOCIATED EQUIPMENT; INTERPRET AND EVALUATE PRESENTATIONS AND TACTICAL SITUATIONS, AND MAKE RECOMMENDATIONS TO SUPERIORS DURING WATCH CONDITIONS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): RADAR OPERATIONS (6,6,6,); APPLIED MATHEMATICS (3,3,3,3); SEAMANSHIP (3,3,3,3); BASIC ELECTRONICS (2,3,3,3); COASTWISE NAVIGATION AND PILOTING (0,3,3,3); RECORD KEEPING (0,1,2,2); PERSONNEL SUPERVISION (0,1,2,3); AIR TRAFFIC CONTROL (0,0,1,1); FIELD EXPERIENCE MANAGEMENT (0,0,0,3)

OT OCEAN SYSTEMS TECHNICIAN E4-9

OPERATE LOW FREQUENCY ANALYZING AND RECORDING (LOFAR) AND ASSOCIATED EQUIPMENT FOR ANALYSIS, EVALUATION, AND INTERPRETATION OF ACOUSTIC DATA FOR OPERATIONAL USE; EVALUATE EQUIPMENT OPERATION; LOCATE AND ANLYZE EQUIPMENT CAUSALITIES AND MAKE MINOR REPAIRS AND ADJUSTMENTS.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

PC POSTAL CLERK E4-9

OPERATE, SUPERVISE, ORGANIZE, AND ESTABLISH OR DISESTABLISH A NAVY POST OFFICE; PERFORM POSTAL COUNTERWORK SUCH AS SELLING STAMPS AND MONEY ORDERS; PROCESS AND ROUTE INCOMING AND OUTGOING MAIL; MAINTAIN A MAIL DIRECTORY; MAINTAIN SECURITY OF POSTAL EFFECTS; PROCESS CLAIMS AND INQUIRIES.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): MAIL PROCESSING (3,4,6,6); POSTAL CUSTOMER SERVICES (2,2,2,2); RPOSTAL DELIVERY/COLLECTION (0,3,3,3); RECORD KEEPING (0,2,2,2); GENERAL CLERICAL PROCEDURES (0,0,3,3); POSTAL PROBLEMS ANALYSIS (0,0,0,2); PERSONNEL SUPERVISION (0,0,0,3); FIELD EXPERIENCE MANAGEMENT (0,0,0,1)

PH PHOTOGRAPHER'S MATE E4-9

OPERATE, MAINTAIN, + REPAIR VARIOUS TYPES OF CAMERAS FOR A VARIETY OF USES, PERFORM DUTIES AS MEMBERS OF FLIGHT CREWS, DEVELOP MOTION PICTURE FILM AND MICROFILM PRINTS, TAKE NEWS PHOTOGRAPHS, OPERATE LABORATORY AND DARKROOM EQUIPMENT FOR FILM PROCESSING, MIX PHOTOGRAPHIC CHEMICALS AND SOLUTIONS, PREPARE AUDIO-VISUAL PRESENTATIONS, OPERATE TV CAMERAS AND PRODUCE TV PRODUCTIONS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURSFOR E4, E5, E6, E7): CAMERA/ACCESSORIES OPERATION (6,6,6,6); PHOTO TECHNIQUES (6,6,6,6); PHOTO PROCESSING (6,6,6,6); BASIC PHOTOGRAPHY (3,3,3,3); CAMERA TECHNIQUES (2,3,3,3); DARKROOM TECHNIQUES (2,3,3,3); COLOR PHOTOGRAPHY (1,1,1,1); INTERNSHIP PHOTOGRAPHY/ CINEMA (2,2,3,3); FILM PRODUCTION (0,2,3,3); PORTRAITURE (0,1,1,1); TECH PHOTOGRAPHY (0,0,1,2); PERSNNEL SUPERVISION (0,0,1,3); MAINTENANCE MANAGEMENT (0,0,0,2)

PI PRECISION INSTRUMENTMAN E9

MASTER CHIEF RESPONSIBLE FOR DUTIES PERFORMED BY THE FOLLOWING:
IM *INSTRUMENTMAN
OM OPTICALMAN

PM PATTERNMAKER E4-7

MAKE ALL TYPES OF WOOD, METAL, PLASTER OF PARIS PATTERNS AND TEMPLATES/JIGS FOR USE IN PATTERN SHOPS, SKETCH AND DESIGN PATTERNS, USE HAND AND POWER-DRIVEN TOOLS AND INSTRUMENTS TO CONSTRUCT PATTERNS, ESTIMATE TIME/MATERIAL AND COSTS FOR PATTERNMAKING AND CASTING JOBS, MAINTAIN AND REPAIR PATTERMAKERS' TOOLS AND EQUIPMENT.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): BLUEPRINT READING/SKETCHING (3,3,3,3); INTRODUCTION TO CONSTRUCTION (3,3,3,3); MACHINE SHOP (1,1,2,2); USE AND CARE OF TOOLS (1,1,2,2); SHOP SUPERVISION (0,0,1,2); RECORD KEEPING (0,0,0,1); SAFETY (0,0,0,1)

PN PERSONNELMAN E4-9

INTERVIEW PERSONNEL, ADMINISTER TESTS, MAKE RECOMMENDATIONS FOR ASSIGNMENTS, CAREER COUNSELING, OPERATE VISUAL AIDS SUCH AS SOUND MOVIE PROJECTORS FOR INSTRUCTION AND TRAINING, ANALYZE NAVY JOBS AND QUALIFICATIONS REQUIRED, PREPARE ORGANIZATIONAL CHARTS, WRITE OFFICIAL LETTERS AND REPORTS, MAINTAIN ENLISTED SERVICE RECORDS, NAVY DIRECTIVE SYSTEM, NAVY FILING SYSTEM.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): TYPING (1,1,2,2); OFFICE PROCEDURES (1,3,3,3); FILING/RECORDS MANAGEMENT (0,1,1,1); WRITTEN COMMUNICATION (0,0,3,3); HUMAN RELATIONS (0,0,0,2); FIELD EXPERIENCE MANAGEMENT (0,0,0,1)

PR AIRCREW SURVIVAL EQUIPMENTMAN E4-9

INSPECT, MAINTAIN, AND REPAIR PARACHUTES, SURVIVAL EQUIPMENT, AND FLIGHT AND PROTECTIVE CLOTHING AND EQUIPMENT; PACK AND RIG PARACHUTES AND LIFERAFTS; REPAIR AND TEST OXYGEN REGULATORS, AND LIQUID OZYGEN CONVERTERS; FIT AND MAINTAIN OXYGEN MASKS, FLIGHT CLOTHING, ANTI-EXPOSURE SUITS, AND ANTI-G SUITS; OPERATE AND REPAIR CARBON DIOXIDE TRANSFER AND RECHARGE EQUIPMENT; OPERATE AND REPAIR SEWING MACHINES.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): AVIATION SAFETY EQUIP MAINTENANCE AND REPAIR (9,12,15,15); AVIATION MAINTENANCE TECHNOLOGY (3,6,6,6); PERSONNEL SUPERVISION (0,2,3,3); SHOP MANAGEMENT (0,0,0,3)

QM QUARTERMASTER E4-9

STAND WATCH AS ASSISTANTS TO OFFICERS OF THE DECK AND TO THE NAVIGATOR; SERVE AS STERRSMEN AND PERFORM SHIP CONTROL, NAIVGATION, AND BRIDGE WATCH DUTIES; PROCURE, CORRECT, USE AND STOW NAVIGATIONAL AND OCEANOGRAPHIC PUBLICATIONS AND OCEANOGRAPHIC CHARTS; MAINTAIN NAVIGATIONAL INSTRUMENTS AND KEEP CORRECT NAVIGATIONAL TIME.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): SEAMANSHIP (3,3,3,3); COASTWISE NAVIGATION/PILOTING (0,3,3,3); PRACTICAL MATHEMATICS (0,3,3,3); APPLIED METEORYOLOGY (0,1,1,1); PRACTICAL MARINE INSTRUMENTATION (0,1,1,1); CELESTIAL NAVIGATION (0,1,3,3); RECORD KEEPING (0,3,3,3); PERSONNEL SUPERVISION (0,2,3,3); ADVANCED NAVIGATION (0,0,3,3)

RM RADIOMAN E4-9

TRANSMIT/RECEIVE/ROUTE AND LOG RADIO MESSAGES, MAKE SURE APPLICABLE SECURITY MEASURES ARE OBSERVED, ADVISE ON CAPABILITIES/LIMITATIONS AND CONDITION OF RADIO EQUIPMENT, OPERATE AND MAINTAIN TELETYPEURITER EQUIPMENT, OPERATE RADIO TRANSMITTERS AND RECEIVERS, MAINTAIN MESSAGE CENTER FILES/OPERATING LOGS AND UPDATE COMMUNICATIONS PUBLICATIONS, OPERATE AND COORDINATE COMMUNICATIONS SYSTEMS INCLUDING AUTOMATED NETWORKS/SATELLITE DATA LINKS AND THE FULL SPECTRUM OF VOICE AND TELETYPE CIRCUITS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): ELECTRONIC COMMUNICATIONS SYSTEMS (2,3,4,4); BASIC ELECTRONICS (3,3,3,3); OPERATION OF COMMUNICATIONS SYSTEMS (6,8,10,10); RECORD KEEPING (0,0,1,1); HUMAN RELATIONS (0,0,3,3); MAINTENANCE MANAGEMENT (0,0,2,3); PERSONNEL SUPERVISION (0,0,2,3); REPORT WRITING (0,0,0,1)

RP RELIGIUOS PROGRAM SPECIALIST E4-9

SUPPORT CHAPLAINS AND RELIGIOUS ACTIVITIES FOR ALL FAITHS, ASSIST IN MANAGEMENT AND DEVELOPMENT OF RELIGIOUS PROGRAMS AND DETERMINATION OF RESOURCES, MAINTAIN RECORDS OF VARIOUS FUNDS, ECCLESIASTICAL DOCUMENTS AND REFERENCES, TRAIN PERSONNEL IN SUPPORT OF RELIGIOUS PROGRAMS, MAINTAIN SHIPBOARD LIBRARIES, INSTRUCT IN METHODS OF RELIGIOUS EDUCATION, MAINTAIN LIAISON WITH RELIGIOUS AND COMMUNITY AGENCIES, ASSIST IN PREPARATION OF DEVOTIONAL AND RELIGIOUS EDUCATIONAL MATERIALS AND AUDIO-VISUAL DISPLAYS, PUBLICIZE RELIGIOUS ACTI[illegible], COORDINATE VOLUNTEER RELIGIOUS PROGRAMS, REQUISITION, MAINTAIN AND SAFEGUARD ECCLESIASTICAL EQUIPMENT AND SUPPLIES, SUPERVISE THE CHAPLAIN'S OFFICES, PERFORM ADMINISTRATIVE, CLERICAL AND SECRETARIAL DUTIES.

SH SHIP'S SERVICEMAN E4-9

PROVIDE DIRECT PERSONAL SERVICES BY OPERATING AND MANAGING RESALE ACTIVITIES, SUCH AS SHIP'S STORES, COMMISSARY STORES, AND NAVY EXCHANGES; SERVICE LAUNDRY AND DRYCLEANING FACILITIES, VENDING MACHINES, FOUNTAINS, SNACKBARS, BARBER AND TAILOR SHOPS; AND PERFORM CLERICAL AND STOCK CONTROL FUNCTIONS FOR ALL ACTIVITIES OPERATED.

ENTER <SHED> FOR DISPLAY OF EDUCATIONAL CORRESPONDANCE

SHED SHIP'S SERVICEMAN - EDUCATIONAL CORRESPONDANCE E4-9

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7):
NOTE: SINGLE NUMBERS IN PARENTHESES APPLY TO E4-7

ALL - RECORD KEEPING (2,2,3,3); SMALL BUSINESS MGT (3,3,3,3); PERSONNEL SUPERVISION (0,2,3,3); RETAILS SALES MANAGEMENT (0,0,0,3); FIELD EXPERIENCE MANAGEMENT (0,0,0,3)
TAILOR - BEGINNING TAILORING (3); APPLIED TAILORING TECHNIQUES (3); HOME ECONOMICS IN TAILORING TECHNIQUES (3)
BARBER - BARBER SCIENCE (3); BARBER SCIENCE II (3); APPLIED BARBER SHOP TECHNIQUES (7)
LAUNDRY- TREATING OF FABRICS (2); LAUNDRY EQUIPMENT OPERATION TECHNIQUES (3); LAUNDRY MANAGEMENT (3); DRY CLEANING AND PRESSING (3)
CLERK - ENVIRONMENT CONTROL (1); INVENTORY CONTROL (3)

SK * STOREKEEPER E4-9

TAKE CHARGE OF STOREROOMS, ISSUE REPAIR PARTS, CLOTHING, + OTHER ITEMS, MAKE REQUISITIONS AND ORDERS TO MAINTAIN SUPPLIES AT THE PRESCRIBED SUPPORT LEVEL AND TO SATISFY NONSTOCKED DEPARTMENTAL REQUIREMENTS, TAKE INVENTORIES, ORGANIZE WAREHOUSING, PREPARE ITEMS FOR SHIPMENT INCLUDING INVOICES AND SHIPPING DOCUMENTS, UPDATE AND MAINTAIN SUPPLY MANUALS, MAINTAIN FINANCIAL RECORDS, ENSURE TIMELY RECEIPT OF STOCKS, UTILIZE COMPUTERS AS AVAILABLE FOR THE ABOVE, TYPE SUPPLY-RELATED D■■■■9TS, OPERATE AIR TERMINALS OVERSEAS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): GENERAL CLERICAL (1,1,1,1); OFFICE MACHINES (2,2,2,2); INVENTORY CONTROL (0,3,3,3); RECORD KEEPING (0,2,2,2); AUTOMATED RECORD KEEPING (0,0,1,1); PERSONNEL SUPERVISION (0,1,1,2); WRITTEN COMMUNICATION SKILLS (0,0,0,3)

SM SIGNALMAN E4-9

SEND AND RECEIVE MESSAGES BY FLASHING LIGHT/SEMAPHORE AND SIGNAL FLAGS, STAND WATCH ON THE SIGNAL BRIDGE, ENCODE AND DECODE MESSAGES, MAINTAIN SIGNAL EQUIPMENT, HONOR PASSING NAVAL VESSELES.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): SEAMANSHIP (3,3,3,3); RECORD KEEPING (0,2,2,2); LAW ENFORCEMENT/POLICE SCIENCE (0,1,1,1); PERSONNEL SUPERVISION (0,2,2,2); FIELD EXPERINECE MANAGEMENT (0,0,0,3)

ST SONAR TECHNICIAN E9

MASTER CHIEF RESPONSIBLE FOR THE DUTIES OF THE FOLLOWING:

STG SONAR TECHNICIAN G (SURFACE) E4-8

STS SONAR TECHNICIAN S (SUBMARINE) E4-8

STG SONAR TECHNICIAN G (SURFACE) E4-8

PERFORM ORGANIZATIONAL AND INTERMEDIATE LEVEL MAINTENANCE ON SURFACE SONAR AND ALLIED EQUIPMENT; OPERATE, EVALUATE, AND INTERPRET DATA FROM SURFACE SONAR AND OCEANOGRAPHIC EQUIPMENT, SURFACE SHIP UNDERWATER FIRE CONTROL EQUIPMENT, AND ASSOCIATED EQUIPMENT FOR THE SOLUTION OF ANTISUBMARINE WARFARE PROBLEMS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): BASIC ELECTRICITY/ELECTRONICS (3,6,6,6); APPLIED MATHEMATICS (3,3,3,3); BASIC BLUEPRINT READING (2,3,3,3); APPLIED PHYSICS (0,2,2,2); MAINTENANCE MANAGEMENT (0,0,2,3); PERSONNEL SUPERVISION (0,0,2,3); HUMAN RELATIONS (0,0,3,3); RECORD KEEPING (0,0,0,1)

STS SONAR TECHNICIAN S (SUBMARINE) E4-8

PERFORM ORGANIZATIONAL AND INTERMEDIATE LEVEL MAINTENANCE ON SUBMARINE SONAR AND ALLIED EQUIPMENT; OPERATE, EVALUATE, AND INTERPRET DATA FROM SUBMARINE SONAR AND OCEANOGRAPHIC EQUIPMENT, AND SUBMARINE AUXIALIARY SONAR; COORDINATE SUBMARINE SONAR AND UNDERWATER FIRE CONTROL INTERFACE.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): BASIC ELECTRICITY/ELECTRONICS (3,6,6,6); APPLIED MATHEMATICS (3,3,3,3); BASIC BLUEPRINT READING (2,3,3,3); APPLIED PHYSICS (0,2,2,2); MAINTENANCE MANAGEMENT (0,0,2,3); PERSONNEL SUPERVISION (0,0,2,3); HUMAN RELATIONS (0,0,3,3); RECORD KEEPING (0,0,0,1)

SW STEELWORKER E4-8

ERECT OR DISMANTLE STEEL BRIDGES, PIERS, BUILDINGS, TOWERS, AND PRE-ENGINEERED STRUCTURES; FABRICATE, ERECT, INSTALL, FIT, WELD, AND BOLT STRUCTURAL STEEL SHAPES, PLATES, AND THE BUILT-UP SECTIONS USED ON HEAVY CONSTRUCTION; LAY OUT, FABRICATE, AND INSTALL SHEET METAL ASSEMBLIES; PERFORM OXY-GAS WELDING AND CUTTING, SHIELDED ARC WELDING, HARD FACING OF HEAVY EQUIPMENT, AND GMA/GMT WELDING.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): WELDING (9,15,15,15); STEEL LAYOUT/FABRICATION (1,2,3,3); ADVANCED WELDING (0,0,6,6); TECHNICAL MATHEMATICS (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); INDUSTRIAL TECHNOLOGY (0,0,0,3); TECHNICAL WRITING (0,0,0,1)

TD TRADEVMAN E4-9

OPERATE AND PERFORM ORGANIZATIONAL AND INTERMEDIATE LEVEL MAINTENANCE ON TRAINING DEVICES; ASSIST IN THE DEVELOPMENT, OPERATION, AND/OR IMPROVEMENT OF TRAINING PROGRAMS OF SUPPORTED ACTIVITIES; AND CONSTRUCT, DEVISE, OR OBTAIN TRAINING AIDS.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): BASIC ELECTRICITY/ELECTRONICS (3,3,3,3); TECHNICAL MATHEMATICS (3,3,3,3); BLUEPRINT READING/SCHEMATICS (2,2,2,2); APPLIED PHYSICS (6,6,6,6); RECORD KEEPING (0,0,2,2); PERSONNEL SUPERVISION (0,0,2,3); AUDIO-VISUAL EDUCATION (0,0,0,3); INSTRUCTIONAL TECHNIQUES/MATERIALS (0,0,0,3)

TM TORPEDOMAN'S MATE E4-9

PERFORM ORGANIZATIONAL AND INTERMEDIATE LEVEL MEINTENANCE ON UNDERWATER ORDNANCE SUCH AS TORPEDOES AND ANTISUBMARINE ROCKETS (SUBROC/ASROC), LAUNCHED FROM SURFACE SHIPS, SUBMARINES, AND AIRCRAFT; OPERATE AND MAINTAIN LAUNCHING/FIRING SYSTEMS AND STOWAGE FACILITIES; PREPARE UNDERWATER ORDNANCE FOR LAUNCHING; AND CONDUCT POSTFIRING ROUTINES, SECURING, AND EVALUATION PROCEDURES.

EDUCATIONAL CORRESPONDANCE NOT AVAILABLE

UT UTILITIESMAN E4-9

INSTALL AND MAINTAIN SYSTEMS REQUIRING PLUMBING AND PIPE-FITTING SKILLS, INSTALL/OPERATE AND REPAIR HEATING/PIPING/VENTILATION AND AIR CONDITIONING SYSTEMS, OPERATE AND MAINTAIN WATER AND WASTE-WATER SYSTEMS AND TREATMENT PLANTS, IDENTIFY AND CARRY OUT PROCEDURES TO LIMIT OR MINIMIZE THE ADVERSE EFFECTS OF ENVIRONMENTAL POLLUTION, READ BLUEPRINTS AND ESTIMATE MATERIALS/COST.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): INTRO TO CONST (3,3,3,3); UTILITIES MAINTENANCE (3,3,3,3); PLUMBING (3,3,3,3); UTILITIES CONST/MAINT (3,3,4,4); UTILITIES INSTALLATION (0,3,6,6); BLUEPRINT READING/SKETCHING (0,2,2,2); APPLIED SCIENCE (0,3,3,3); GENERAL PLANS/SPECS (0,2,2,2); UTILITIES CONST ESTIMATING (0 0,3,3); WATER/SEWAGE TREATMENT SYSTEMS (0,0,3,3); PERSONNEL SUPERVISION (0,0,2,3); SHOP MANAGEMENT (0,0,0,2); SAFETY MANAGEMENT (0,0,0,1)

YN * YEOMAN E4-9

PREPARE AND TYPE CORRESPONDENCE AND REPORTS, ORGANIZE AND MAINTAIN FILES, RECEIVE OFFICE VISITORS AND HANDLE TELEPHONE COMMUNICATIONS, PERFORM OFFICE DUTIES, PERFORM ADMINISTRATIVE DUTIES IN CONNECTION WITH INVESTIGATIONS AND TRIALS, MAINTAIN RECORDS AND OFFICIAL PUBLICATIONS, UTILIZE DUPLICATING AND AUDIO-RECORDING EQUIPMENT TO ACCOMPLISH THE ABOVE, REQUISTION OFFICE SUPPLIES.

EDUCATIONAL CORRESPONDANCE (SEMESTER HOURS FOR E4, E5, E6, E7): TYPING (2,3,3,3)